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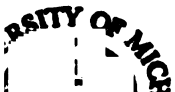
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'Public Library District of Columbia, 1908.



THE BUILDING LIBRARY DISTRICT OF COLUMBIA

ELEVENTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
TENTH ANNUAL REPORT OF THE LIBRARIAN
OF THE



FOR THE
FISCAL YEAR ENDED JUNE 30, 1908



WASHINGTON
1908

Library Science

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OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

THEODORE W. NOYES, term expires 1910.
CHARLES J. BELL, term expires 1910.
RUFUS H. THAYER, term expires 1910.
SAMUEL W. WOODWARD, term expires 1912.
BRAINARD H. WARNER, term expires 1912.
JOHN B. LARNER, term expires 1912.
JAMES T. DU BOIS, term expires 1914.
R. ROSS PERRY, term expires 1914.
HERBERT PUTNAM, term expires 1914.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
RUFUS H. THAYER, *Secretary*.
GEORGE F. BOWERMAN, *Librarian, Treasurer, and Assistant Secretary*.

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BOOKS.

HERBERT PUTNAM, *Chairman*.
RUFUS H. THAYER.
SAMUEL W. WOODWARD.

EMPLOYEES.

JAMES T. DU BOIS, *Chairman*.
SAMUEL W. WOODWARD.
BRAINARD H. WARNER.

RULES.

R. ROSS PERRY, *Chairman*.
HERBERT PUTNAM.
JOHN B. LARNER.

BUILDING.

BRAINARD H. WARNER, *Chairman*.
JAMES T. DU BOIS.
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FINANCE.

JOHN B. LARNER, *Chairman*.
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RUFUS H. THAYER, *Chairman*.
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THEODORE W. NOYES, *Chairman*.
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JOHN B. LARNER.

DONATIONS.

SAMUEL W. WOODWARD, *Chairman*.
BRAINARD H. WARNER.
CHARLES J. BELL.

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman*.
BRAINARD H. WARNER.
R. ROSS PERRY.

The president is ex officio a member of all committees.

Public Library District of Columbia, 1908.



REPORT
OF THE
BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, September 30, 1908.

GENTLEMEN: The people of Washington appreciate more strongly and utilize more thoroughly every year the opportunities offered by the Public Library. The home circulation in the year ended July 1, 1908, exceeded half a million volumes and the attendance in the adult reading rooms was nearly 150,000, an increase in each case of about 9 per cent.

In number of volumes, the library has passed the 100,000 mark, the figure suggested as measuring the probable future size of the collection by the law of June 3, 1896, creating the Public Library, which provided that in any municipal building to be thereafter erected in the District suitable provision should be made for the library and reading room sufficient to accommodate not less than 100,000 volumes.

Through the enterprise and energy of the librarian and his assistants, the library has made notable advances in the fields which it occupies almost exclusively, and to fill which it was created. Attention has already been called to the steady growth in home circulation which has been accompanied by a marked reduction in the percentage of fiction circulated, indicating an improvement in the quality as well as an increase of the quantity of its circulation.

The open-shelf facilities of the library have been much enlarged and broadened in scope so as to cover not merely fiction, but many other branches of literature, including a new useful arts and science department; and the popularity and usefulness of the library have been correspondingly increased.

The work among the children and in the schools has also notably developed. The new children's room has been opened, twice the size of the old; a school duplicate collection of books for home circulation through the grades has been established and a beginning made in school visiting by library assistants. The children's department circulation for the year exceeded 100,000.

In the popular circulation of books, in the open-shelf, school, and children's work the Public Library occupies fields untouched by the great national reference collection of the Library of Congress, and has already fully vindicated by its usefulness in these fields and its benefits to the public the wisdom of its establishment by Congress.

NATIONAL CIRCULATING LIBRARY

The miscellaneous circulating books in the departments and bureaus of the Government are beginning, under wise legislation which has been enacted, to flow into the Public Library; the uncopyrighted duplicates of this class of books in the Library of Congress are

likewise being turned over to it, and in course of time also the copyrighted duplicates of deposit volumes will, it is believed, be transferred to the Public Library, making it more and more the worthy supplement as a national circulating library of the great reference collection of the Library of Congress.

§ Gifts and transfers of books from the government bureaus and the National Library, numerous and valuable as they already are and may become, do not obviate the necessity for a more adequate fund for the purchase of books to meet the demands of the community. It is important that the appropriation for this purpose be made \$15,000 annually. The special appropriation for the first stocking of the library is long since exhausted and the desk fund is so reduced that in the face of constantly increasing use of the library the funds available for book purchases have been smaller than in the year preceding during each of the last three years. The trustees earnestly recommend this increased fund for books, as well as appropriations for a larger and better-paid force, in accordance with the estimates.

BRANCH LIBRARIES.

The wonderful growth in public use of the central library, far outstripping the increase in number of volumes and in size of library force, make such strong and reasonable demands upon the funds available for library maintenance that evidently years must pass before the main library will be so strengthened and equipped as to meet fully and satisfactorily the public demands upon it and to permit the diversion of funds necessary to branch library extension on a large scale. Development of the main library will for the next year and for several years almost monopolize attention; but while it will not be practicable in the near future to do much in the actual building and maintenance of branch libraries, it will be the height of folly for those to whose care the library's interests are intrusted to neglect to seize the opportunity offered by Mr. Andrew Carnegie to secure at this time an ample building fund available for such branches whenever in the future they may be needed and whenever the District is, in the opinion of Congress, able to maintain them. Mr. Carnegie in 1903 offered in addition to his gift of the present Public Library building to give whatever amount of money was necessary (estimated at \$350,000 or more) to build branch libraries in the District from time to time when called upon so to do by the trustees of the library, such branches to be maintained like the main library by municipal appropriation. This offer is still outstanding but unaccepted. At every session since 1903 the trustees have endeavored to get from Congress—the District's national, state, and city legislature all in one—such action as would be equivalent to acceptance of the offer and would render the branch building fund available, however long the limited financial means of the District and the necessity of first fully developing the central library might postpone the actual erection of branches.

In response to the representations of the trustees, the District Committee of the House of Representatives reported favorably and the House passed the following bill (H. R. 14048, 58th Cong.)

Be it enacted, etc., That the Commissioners of the District of Columbia be, and they are hereby, authorized to accept from Mr. Andrew Carnegie such donations as he may from time to time make for the purpose of erecting such branch library buildings

in the District of Columbia as the said Commissioners and the said library trustees may approve; and to accept also from time to time conveyance of unincumbered land deemed desirable by said Commissioners and trustees as the site or sites of such branch library buildings; and to serve as three members of a commission of five, of which the president of the library trustees and the librarian of the public library shall be the additional members, to supervise the erection of said branch library buildings: *Provided*, That such branch library buildings shall not be opened for public use until Congress shall hereafter provide for the necessary expenses of maintaining said branch library or libraries as the same shall from time to time be completed and ready for such use.

It failed, however, to receive favorable action in the Senate, and in the library trustees' report of June 30, 1904, the following reasons for this failure were suggested:

The opposition to the measure in the Senate was based upon an indisposition to authorize by implication any undefined branch-library expenditures which might by any possibility under the 10 per cent maintenance condition of Mr. Carnegie's donation, impose an onerous burden upon both local and national taxpayers. The fact that the primary need of the present is the proper development of the main library and that branch-building expansion, with the accompanying burdens of maintenance, must, even if authorized, be postponed in execution until the future has been and is thoroughly appreciated by the Commissioners and the library trustees, and it is not believed that, if the power to specify the time of branch-library extension had been confided to them, any evil could possibly have resulted from the general acceptance of Mr. Carnegie's offer of funds to be available for the erection of branch-library buildings at any date or dates in the future when the District could afford to maintain them. Congress has, however, indicated its unwillingness to authorize broadly this general acceptance of the offer, and it will be necessary to seek authority separately in every instance to accept the exact amount required to build some specified branch-library building if and when the District feels that it can afford to pay or guarantee in that particular case the 10 per cent maintenance.

In accordance with the suggestion of the last sentence of the above quotation, the trustees, having vainly asked from Congress general authority to accept Mr. Carnegie's offer, sought acceptance of the offer in respect to a single branch. The bill as submitted by them on these lines was passed by the Senate June 18, 1906, and reads as follows:

AN ACT To authorize the Commissioners of the District of Columbia to accept donations of money and land for the establishment of a branch library in the District of Columbia, to establish a commission to supervise the erection of a branch library building in said District, and to provide for the suitable maintenance of said branch.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Commissioners of the District of Columbia, be, and they are hereby, authorized to accept from Andrew Carnegie a donation not exceeding thirty thousand dollars for the purpose of erecting a suitable branch library building at Takoma Park, subject to the approval of the Commissioners and the public library trustees, and to accept conveyance of unincumbered land considered suitable by the said Commissioners and library trustees as a site for a branch library for Takoma Park. And authority is hereby conferred upon a commission, to consist of the Commissioners of the District of Columbia, the chairman of the committee on branch libraries of the library trustees, and the librarian of the Washington Public Library to supervise the erection of said branch library building: *Provided*, That such branch library building shall not be opened for public use until Congress shall hereafter provide for the necessary expenses of maintaining said branch library when the same shall be completed and ready for such use.

Takoma Park was selected as the location of the first branch library (1) on account of its remoteness from the central library, and (2) on account of the excellent site for a library building which public-spirited citizens of the suburb have bought and donated for this public use.

The bill thus passed by the Senate died in the House District Committee in the Fifty-ninth Congress. It was later submitted to the

present Congress; again passed by the Senate and is again apparently dying in the District Committee, which seems to hesitate to give to the House of the Sixtieth Congress the opportunity to pass upon a proposition which the House of the Fifty-eighth Congress on even broader lines approved.

The trustees appeal for hearty public cooperation in a vigorous effort to pass through the House District Committee and in the House at the approaching session of Congress this bill, already approved by the Senate of this Congress and accepted in principle by the House of the Fifty-eighth Congress.

Until the central library is adequately developed and sustained, the work of establishing branches will proceed slowly, since it is clearly unwise at this time and will be in the immediate future to drain strength from the central library for the sake of outlying branches. It is highly desirable, however, that prompt action be taken to accept Mr. Carnegie's offer and to make a practical beginning in the branch library work to the end that the necessary funds may be set apart to meet the cost of building these branches, whenever from time to time in the future they may be needed.

If the legislation fails in this Congress, the proposed donation (estimated at \$350,000 or more) will doubtless lapse.

The trustees, speaking, it is believed, for the whole community, will appeal to the House District Committee to take prompt action upon this measure; to approve it if they will, but in any event to bring it before the House, so that there may be an end of this game of legislative battledore and shuttlecock played by the House and Senate for four years in respect to this proposition. This session should bring final action by the District's legislature, either accepting or rejecting Mr. Carnegie's public-spirited offer.

LIBRARY ESTIMATES FOR NEXT YEAR.

The Public Library estimates for 1909-10, as submitted by the library trustees to the Commissioners of the District, are as follows:

Estimates for 1909-10.

	Appropriation 1908-9.	Estimates 1909-10.
LIBRARY AND BUILDING FORCE.		
Librarian. NOTE.—The trustees believe that the salary of the librarian should be fixed ultimately at \$5,000 per annum. This sum will be required in order to make the salary commensurate with the services rendered and to put it on a par with the salaries paid to chief librarians of other municipal libraries of equal rank.	\$3,250	\$4,000
Assistant librarian. NOTE.—The estimated sum is required in order to retain an officer of sufficient ability to perform the administrative duties of this position.	1,500	1,800
Chief, circulating department. NOTE.—The responsibilities of the position require that the salary should be increased to the amount originally estimated for it.	1,200	1,500
Children's librarian. NOTE.—The largely increased responsible work of this department which results from opening the children's room in the basement justifies this increase of salary.	1,000	1,200
Librarian's secretary. NOTE.—The responsibilities of the position of business officer or chief clerk require that it be increased to the amount originally estimated.	900	1,000
Reference librarian. NOTE.—The growth of the work of this department and the quality of the service rendered require this increase for its chief.	1,000	1,200

Estimates for 1909-10—Continued.

	Appropriation 1908-9.	Estimates 1909-10.
LIBRARY AND BUILDING FORCE—continued.		
Chief of the order department.....		\$1,200
NOTE.—The volume and complexity of the book-order work require an adequately paid chief having business ability and knowledge of books, their prices, etc.		
Chief, useful arts department.....		1,200
NOTE.—The success of this new department and the importance of the service justify and require a well-educated and trained chief.		
Chief, schools and stations department.....		1,000
NOTE.—The growth and importance of these activities require that they should be placed in charge of a separate officer.		
Municipal reference librarian.....		1,200
NOTE.—The Commissioners desire that the important work of collecting and indexing material regarding municipal administration be systematically undertaken at the District building. This should be carried on as a branch of the Public Library.		
Assistant.....	\$900	
Three assistants, at \$900 each.....		2,700
NOTE.—One new assistant at this salary is needed to be first assistant in the circulating department. As the hours during which the department is open are long, the first assistant must approximate the chief in administrative ability. Another assistant of this grade is needed to take charge of the periodicals department.		
Four assistants, at \$720 each.....	2,880	
Six assistants, at \$720 each.....		4,320
NOTE.—One of these new assistants is needed to supervise the bindery work and one as first assistant in the book-order department.		
Four assistants, at \$600 each.....	2,400	
Five assistants, at \$600 each.....		3,000
NOTE.—The extra assistant at this rate is needed in the schools and stations department.		
Three assistants, at \$540 each.....	1,620	1,620
Copyist.....	480	480
Chief, catalogue department.....		1,500
NOTE.—The volume and grade of work that is being done require an officer of high technical skill and good administrative ability to cope with it. At least 15 cataloguers holding subordinate positions in local libraries receive as much as, or more than, the estimated salary.		
Cataloguer.....	900	900
Do.....		840
NOTE.—In order to keep current cataloguing work up to date and to issue bulletins and class catalogues, this increase in the catalogue force is needed.		
Cataloguer.....	720	720
Do.....	600	600
Three temporary cataloguers, at \$540 each.....	1,620	
Three cataloguers, at \$540 each.....		1,620
NOTE.—To cut these cataloguers out because called "temporary" would demoralize the work of the library. There is no prospect that they can be spared, and they should appear in the appropriation as a part of the permanent force.		
Stenographer and typewriter.....	720	720
Two assistants, at \$480 each.....	960	960
Two attendants, at \$600 each.....		1,200
NOTE.—The increasing work of the issue department and the importance of raising the quality of the service make necessary these positions.		
Five attendants, at \$540 each.....	2,700	2,700
Five attendants, at \$480 each.....	2,400	2,400
Collator.....	360	480
NOTE.—This is the only position on the library staff proper, exclusive of building force and pages, paying less than \$480. The quality of the work exacted requires the increase in salary.		
Two messengers, at \$480 each.....	960	960
Ten pages, at \$360 each.....	3,600	3,600
Two janitors, at \$480 each.....	960	960
Engineer.....	1,080	1,200
NOTE.—The services of the intelligent man now holding this position are so valuable to the library as to justify the further increase recommended last year and repeated here.		
Fireman.....	720	720
Workman.....	480	600
NOTE.—The man holding this position is, because of his mechanical ability, so valuable to the library as to justify better payment for his services.		
Library guard.....	720	720
Two cloakroom attendants, at \$360 each.....	720	720
Six charwomen, at \$180 each.....	1,080	1,080

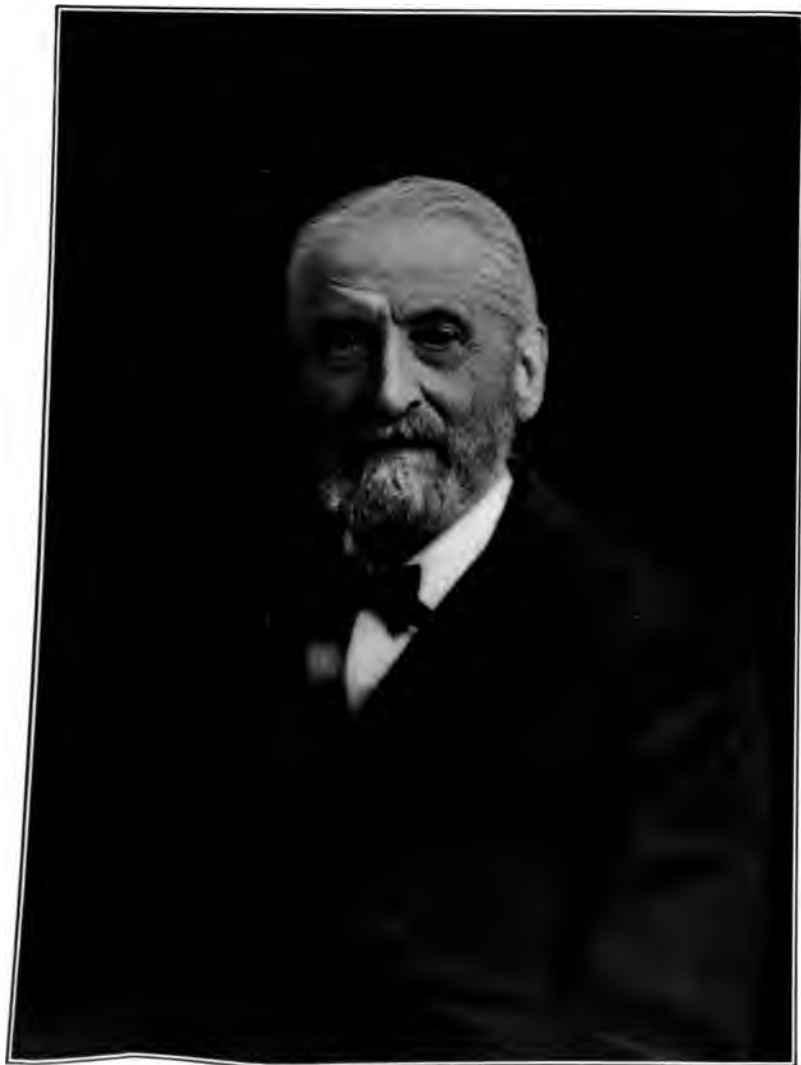
Estimates for 1909-10—Continued.

	Appropriation 1908-9.	Estimates 1909-10.
SPECIAL SERVICES.		
For the employment of substitutes and other special and temporary service, at the discretion of the librarian, to continue available until expended.		\$1,000
NOTE.—The library service is often crippled by the present impossibility of employing substitutes during the illness of regular employees or of increasing the force to take care of any special stress of work.		
For keeping the library open 52 Sundays, 2 to 9 p. m.; 5 holidays 9 a. m. to 9 p. m.; and for extra services on Saturday afternoons in July, August, and September.	\$1,700	2,500
NOTE.—The present appropriation is not sufficient to provide for the home circulation of books on Sundays. This is regarded as desirable.		
BOOKS, BINDING, CONTINGENT, ETC.		
For purchase of books.	7,500	15,000
NOTE.—The increase is required to meet demands caused by the rapid increase in circulation, the need of extensive duplication, the demand for many technological books, the desirability of extending the system of circulation through the schools, the increased cost of books, and the need of extending the periodical list.		
For binding.	3,500	4,000
NOTE.—The increase in circulation and the increasingly poor quality of publishers' bindings render the increased amount necessary.		
For fuel, lighting, fitting up building, purchase and maintenance of transportation vehicles, and other contingent expenses.	7,500	8,000
NOTE.—The use of greater portions of the building requires increased fuel and lights and larger expenditures for new equipment and alterations. The expanding work of the library requires increased quantities of all kinds of supplies. It is desirous to print more bulletins, reference lists, and catalogues. Deliveries of books to schools, stations, etc., require funds for transportation expenses.		
New officers asked for:		
Chief, order department.	\$1,200	
Chief, useful arts department.	1,200	
Chief, schools and stations department.	1,000	
Municipal reference librarian.	1,200	
Chief, catalogue department.	1,500	
Cataloguer.	840	
Two assistants, at \$900 each.	1,800	
Two assistants, at \$720 each.	1,440	
Assistant.	600	
Two attendants, at \$600 each.	1,200	
		\$11,980
Increases of salaries asked for:		
Librarian.	750	
Assistant librarian.	300	
Librarian's secretary.	100	
Reference librarian.	200	
Children's librarian.	200	
Chief, circulating department.	300	
Collator.	120	
Engineer.	120	
Workman.	120	
		2,210
Other increases asked for:		
Employment of substitutes and other temporary service (new item).	1,000	
Sunday opening.	800	
Purchase of books.	7,500	
Binding.	500	
Contingent fund.	500	
Total increases asked for.		24,490

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

Public Library District of Columbia, 1908.



S. R. Spofford

AINSWORTH RAND SPOFFORD.

(Trustee 1896-1908.)

On August 11, 1908, occurred the death of Dr. A. R. Spofford, a trustee of the Public Library since August 20, 1896. At a special meeting of the library trustees held on October 2 the following resolutions were adopted:

Since the last meeting of the trustees of the Public Library of the District of Columbia Ainsworth Rand Spofford, LL. D., a member of the board practically from its organization, has been removed by death from further participation in their councils.

Doctor Spofford brought to the service of the Public Library in its infancy a marvelously broad and exact knowledge of books and their contents and a fine and keen appreciation of and catholic taste in literature. As chairman of the committee on books from the establishment of the library he exercised a strong influence in determining the character of the book collection as an agent of popular education, by the formulation of general policies, by drawing up lists for purchase, and by almost daily countersignature of book orders. Never absent from the meetings of the trustees, except when detained by illness, he always gave of his best, and that was founded on sound judgment and ripe experience.

When appointed to the board he was Librarian of Congress. His remarkable career in that office and later in that of Chief Assistant Librarian; his services to legislators and to literary workers; his own contributions to literature; his large responsibility in bringing about the erection of the Congressional Library building—these are all matters of common knowledge throughout the literary world.

He was also long known to the members of this board as one of the oldest and most highly honored of public servants; he was one of the most conspicuous figures in the literary and scientific circles of the capital, where he shone as delightful conversationalist, ready debater, and polished and forceful essayist; he was a genial and courtly host and ever a fine gentleman of the old school; as citizen, neighbor, and friend he was upright and honorable, devoted and loyal.

The Public Library trustees desire to express their appreciation of his long, devoted, and valued services to the library and their admiration of his high character, and to place upon record this testimonial of their grief at his removal from their councils and from his accustomed place in the community.

Therefore, be it resolved, that this expression of their esteem and regard for him be entered upon the minutes of the Public Library trustees and that a copy, properly transcribed, be transmitted to the surviving family of Doctor Spofford.

REPORT OF THE LIBRARIAN.

WASHINGTON, D. C., *August 10, 1908*

GENTLEMEN: The librarian has the honor to submit his report for the fiscal year ended June 30, 1908, covering the fourth year of his service.

Hampering conditions continue to postpone the full development of an institution planted in an exceptionally intelligent community, whose citizens eagerly take advantage of all extensions of library facilities. Instead, therefore, of being able rapidly to develop a complete public library system worthy of the National Capital, the library work has thus far, by reason of insufficient appropriations, practically been limited to what can be done in the central building, and even that has not yet been fully occupied. With these limitations the past year has been one of steady and substantial progress. The book collection has passed the 100,000 mark; the home circulation has exceeded half a million volumes; the children's department circulation is now more than 100,000; and the attendance in the adult reading rooms was nearly 150,000. Among the forward steps taken were the following: The opening of a new children's room, twice the size of the former one; the opening of the new useful arts and science department; the establishment of a small but efficient school duplicate collection of books for home circulation through the grades; the beginning of school visiting by library assistants, productive of a spirit of cooperation between the two local public educational agents; the circulation of more than 17,000 mounted pictures, chiefly among the public-school teachers, and the establishment, with citizen cooperation, of a small collection of perforated rolls for use in automatic piano players.

The report of the librarian is designed to treat briefly the activities of the library. Appended are the reports of the chiefs of the various library departments, in which are given with greater detail accounts of the workings of the various branches of the service.

HOME CIRCULATION OF BOOKS.

As usual, first place is given in this report to the home circulation of books, since this service is the largest and most essential one rendered to the community by this library. The total figures for the last year are 505,476 volumes. Of this number 476,293 volumes were issued from the central library, 22,580 from the 8 deposit stations and 1 playground, and 6,603 from duplicates sent to the public schools.

Comparative figures of circulation for the last five years are as follows: For 1903-4, 278,188; for 1904-5, 353,496; for 1905-6, 433,096; for 1906-7, 481,463, and for 1907-8, 505,476. The home circulation has therefore nearly doubled in four years. The increase of the

past year over that of 1906-7 is 5 per cent. In this connection it is only fair to point out that the library was closed eleven days in January by order of the district health officer, because of the discovery of a case of smallpox in the library staff. Except for this closing during one of the months of most active circulation, it is reasonable to assume that the total circulation for the year would have been about 526,000. This is estimated on the average circulation during the days of January that the library was open. On this basis, considering that the library was open for circulation three hundred and one days in 1907-8, compared with three hundred and ten in 1906-7, the circulation of the last year actually increased at the rate of 9 per cent over the previous year. Increase in the quantity of the circulation is perhaps better shown by the fact that the daily average circulation (central library only) rose from 1,499 to 1,582, and that the monthly average circulation (including also stations and schools) advanced from 40,122 to 44,911.

NOT "A FICTION LIBRARY."

It is gratifying to be able to report that the percentage of fiction circulated has been further reduced. In 1903-4, when no books except fiction were on open shelves for direct access, fiction formed nearly 84 per cent of the total circulation. Gradually during the last four years more and more books from nonfiction classes have been put on open shelves, and more and more help and guidance has been given to readers requiring assistance, with the result that the fiction percentage has been reduced to 65. The new useful arts and science room is an open-shelf room, where those classes are directly accessible to readers. The constructive changes in the delivery room by the installation of the new issue desk have made it possible to transform it from a room practically without a book to a large open-shelf room. In spite of too frequent thefts from open shelves, the value of putting the people in direct contact with the books, instead of forcing their approach through a card catalogue, is so well attested by the gradually falling fiction percentage with the increase of such open shelves as to justify the recommendation still further to extend such facilities until it is possible to have the cream of all classes of the library directly accessible to readers.

Self-congratulation on a falling fiction percentage is not to be taken as an apology for the circulation of fiction. Fiction is no doubt the prevailing form of literary expression of the present time, and most normal men and women read, together with plenty of so-called more serious literature, many novels to their great advantage. Public libraries are often unjustly criticised because of relatively high fiction percentages. A comparatively small number of a library's users borrow exclusively or chiefly fiction. Moreover, many persons who read much nonfiction borrow all of their novels from the library and exchange them frequently, whereas they either buy their books of nonfiction or, if they get them from the library, such books are read more slowly. The result is that the fiction bulks portentously in circulation statistics, whereas the time actually given to the reading of nonfiction books by library users is probably much greater than is indicated by a comparison between nonfiction and fiction circulation statistics. Though the opinion is ventured that the present

percentage of fiction circulation is not unduly high, yet at the same time it is desirable to continue the efforts to make other classes of literature accessible and attractive.

The effectiveness of the plan of having books on open shelves in stimulating circulation is strikingly shown by an experiment with a little collection of books of biography kept in one corner of the open-shelf room. The volumes of biography in the adult circulating department of the library number about 6,000. During two months 355 choice volumes of biography were kept in this special collection. From them there was a circulation of 783 volumes out of 1,538 volumes circulated from the entire subject of biography, or 45 per cent of the circulation from the subject. The marked increase in circulation in the classes of travel, social and political sciences, and literature placed on open shelves, as shown in the report of the chief of the circulating department (p. 35), argues strongly for the beneficial effects on circulation from open shelves.

In time past the librarian has frequently heard this library referred to by scientists and other highly educated citizens as a "fiction library." This judgment was probably formed by the fact that only fiction was at one time on open shelves. During the past year specimen copies of the library's monthly bulletin have been mailed to every name given in the "Directory of the Washington Academy of Science and Affiliated Societies." It is believed that by thus calling the new accessions of the library to the attention of the members of these societies, erroneous ideas of the scope of the library have to some extent at least been removed.

REGISTRATION.

At the beginning of the year under review 45,231 persons were entitled to library privileges, and at its close the "live cards" numbered 49,625, a net gain of 4,394. During the year 15,313 persons were registered as against 13,214 during the previous year. In addition to cards entitling readers to ordinary privileges, 371 ten-book cards were issued to teachers, 80 "privilege" cards were issued to persons carrying on special lines of reading, and 109 cards entitling holders to draw ten perforated music rolls at a time.

During the last three months separate figures have been kept of the sex of persons registering. Out of a registration of 3,418, 1,575, or 46 per cent, were males, and 1,843, or 54 per cent, were females. These figures do not show an undue feminization in the use of public libraries, as is so often charged, especially when it is remembered that husbands often rely on the books secured on their wives' cards, and are thus users of library books without being library visitors.

The privilege of drawing books on deposit of \$5 was enjoyed by 79 strangers, 70 of whom later withdrew their deposits. (For detailed reports and tables of circulation and registration, see p. 31.)

INFORMATION BUREAU AND CIRCULATION REFERENCE WORK.

The third year's experience has deepened the conviction of the essential need of maintaining the bureau of information. The readers' assistant in charge is on the alert to welcome strangers and

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THE PUBLIC LIBRARY DISTRICT OF COLUMBIA, 1908.

guide them to the right part of the library, to give instruction in the use of the card catalogue, to find the right book, and generally to act as a reference librarian for those who wish books for home reading. Especially important is the work of aiding and guiding the reading of young people recently transferred to the adult department and generally advising those in need of courses of reading. It is evident that no statistical account can be kept or given of the work of the information bureau. It would be worth maintaining simply for the relief it gives to the attendants at the issue desk from questions involving searching and deliberation. Its main purpose is to get the right book and wherever possible the best book into the hands of inquirers.

The installation of the new central delivery desk removed from the open-shelf room the assistant who formerly charged the books drawn from that room. As the year progressed it was found that there was need for reference work in connection with the selection of fiction and other classes to be found there. The force is still too small to keep an assistant there at all hours. However, a beginning has been made at having an assistant there whenever possible. Many readers come with a very limited number of titles in mind, and these perhaps not of the best. When copies of these are not to be found they go away empty handed, select at random, or are open to the suggestion of a tactful assistant. (See p. 35 for departmental report.)

REFERENCE DEPARTMENT.

In the year 1906-7 the attendance on the reference room often reached the point where readers went away for lack of sittings. The vacating of the room so long occupied by the children's department made it possible to divide the reference department by the removal of books and magazines on useful arts and the physical sciences from the main reference room and placing them in a separate reading room. This has left to the reference department proper collections and reference problems in religion, economics and politics, education, history, biography, travel, fine arts, and general literature and the biological sciences. Of course the withdrawal of science and useful arts has drawn off some readers from the department. It is gratifying, however, to record an attendance on the reference room proper of 121,420, as compared with 133,059 in 1906-7, when all reference work was done in this room. For the sake of the comparison in this place with the figures of 1906-7, it should be pointed out that the total reference attendance of the year under review was 144,014, including 23,604 in the useful arts and science department.

In spite of the removal of the subjects of useful arts and science from the room, it is noted that the attendance on the part of men is still gratifyingly large. The chief advance in this department was in the work with children of the high schools and upper grammar grades, particularly those who came with debate subjects and reference problems in literature. Cooperation on the part of teachers, especially in the matter of giving advance notice that children were to be sent to look up assigned topics, has aided the library in its efforts to help the schools. (Department report, p. 36.)

USEFUL ARTS AND SCIENCE DEPARTMENT.

Although Washington is not usually thought of as an industrial community, yet technological books and magazines when supplied here had large use. Moreover, according to the census reports, this city ranks in the value of its manufactured products with Detroit and Rochester. The opening of the new useful arts and science department on November 1, 1907, was welcomed by many library users. Its use has been large and is increasing. The chief users of the room have naturally been men who have come with the definite purpose of securing assistance in solving the problems of their everyday work.

The room, in which about 50 readers can be accommodated, contains reference and circulating books and magazines in the fields of engineering, the trades, agriculture, printing and binding and the other handicrafts, business and the useful arts generally (except medicine), the physical and mathematical sciences, the arts and crafts, architecture, photography, and decoration. One of the most useful features of the department is the collection of trade catalogues, numbering about 2,500 pieces, all gathered during the year. These cover a large number of subjects, and new subjects are included to meet demands. For example, at the request of the local Physics Teachers' Association catalogues of scientific instruments were secured from firms in this country, Germany, France, and Great Britain.

To advertise this room at its opening, news articles were furnished to the local press, circulars were sent to the members of the Washington Board of Trade, and to employers in certain industries. The librarian also addressed the Washington Society of Engineers at a regular meeting held at the library to hear of the plans for the new department and to inspect it. At the request of the librarian an advisory committee of the society was appointed. With its advice the list of periodicals for 1908 was revised and extended. The society also contributes two current engineering periodicals. Brief accounts of the new enterprise have been published in the *Engineering Magazine* (December, 1907), *Engineering News* (December 12, 1907), and *Technical Literature* (December, 1907).

Business affairs have been included in this department. Trade catalogues of office supplies, furniture, etc., were secured, and books were purchased on business science, advertising, and especially accountancy. The Association of American Government Accountants holds its semimonthly meetings in the library lecture hall, with public lectures on subjects connected with accountancy. By arrangement the exchanges of its journal, *The Government Accountant*, are turned over to this library. Its members make large demands on the library's resources in the field of bookkeeping, etc. On request, the librarian contributed to *The Government Accountant*, December, 1907, an article entitled "Books on Accountancy and Business at the Public Library of the District of Columbia." (Useful arts department report, p. 37.)

PERIODICALS.

The hope of occupying the separate periodicals room on the second floor must be postponed for at least another year because of the lack of the necessary assistants. The bulk of the periodicals are there-

fore still displayed in the main reference room, though about 150 have been transferred to the new useful arts and science department. The library receives regularly 436 different periodicals; including duplicates, 606 periodicals are on file. Of these duplicates 132 numbers of 20 of the most popular magazines are used for home circulation each month. The new periodicals received as gifts, including those purchased from the Henry Pastor Memorial Fund, the Woman's Anthropological Society Fund, and the local newspapers received for binding, are elsewhere listed (pp. 54-56).

SUNDAY AND HOLIDAY OPENING.

The use of the library on Sundays and holidays continues to grow and strengthen the arguments for such an increase in the appropriation as to make possible the home circulation of books on Sundays. The library was open for reference on 50 Sundays and for reference and circulation on 5 holidays. The attendance in the adult reading rooms on Sundays increased from 11,000 in 1906-7 to 15,052 in 1907-8. The latter figures include 13,055 in the main reference room and 1,995 in the useful arts room. The average, with hours 2 to 9 p. m., was 301, as against a week-day average of 475, with hours 9 a. m. to 9 p. m., and as compared with an average of 207 on Sundays in 1906-7. The visitors to the children's room on Sundays numbered 7,608, as against 7,400 in 1906-7. Here the attendance averaged 152 on Sundays (hours 2 to 8 p. m.), as compared with 337 on week days (hours 12 m. to 8 p. m.) and with 148 on Sundays in 1906-7. The steadily increasing home circulation on the 5 holidays of the last three years is noteworthy. The figures are as follows: For 1905-6, 2,373, an average of 475; for 1906-7, 2,935, an average of 587; for 1907-8, 4,279, an average of 856. The growing attendance on Sundays, coupled with the frequent disappointment expressed by readers that they are denied the privilege of drawing books on that day and the increasing holiday circulation, make it desirable that the trustees renew their recommendation to Congress to grant an increased appropriation for the Sunday circulation of books.

LECTURE HALL AND STUDY ROOM USE.

During the year 14 organizations held 41 public meetings in the library lecture hall, with an aggregate attendance of 4,450. Full records of these meetings will be found on page 48. Ten organizations held 55 smaller meetings in the study room. A record of their meetings is given on page 49. The rules governing the granting and use of the lecture hall and study room will be found on page 66.

CHILDREN'S DEPARTMENT.

In September, 1907, the children's department was moved to its pleasant and commodious new quarters in the basement, where better opportunity is afforded for developing and extending its work. The home circulation from the room has increased from 93,151 volumes in 1906-7 to 98,233. To these figures should be added 5,958 volumes circulated from the grammar schools and 461 volumes circulated from the Virginia avenue playground, a total of 104,652. The

greater portion of the 22,580 volumes circulated from the stations (except the Y. M. C. A. station) is also composed of juvenile literature. The percentage of fiction in the juvenile circulation from the main library was reduced from 64 in 1906-7 to 60 for the past year.

The opening of the new room on the floor below the adult department compelled the withdrawal of the cards representing juvenile books from the main public card catalogue and the arrangement of a separate catalogue of the children's collection. This involved the rewriting of many cards in cases where adult and juvenile copies of the same title were catalogued on the same card. The installation of a lavatory, conspicuously placed in the children's room, has resulted in cleaner hands and books.

The marked increase in reference work with the children and with teachers and parents has been noted. The desk provided for teachers or parents inside the children's librarian's office is seldom unoccupied. Near it are to be found one copy each of the books included in the school duplicate collection, books recommended by supervisors for supplemental reading, books on story-telling, and other aids and guides. Larger space and a larger children's room staff have been productive of more intensive work as well as larger quantitative results. (Children's department report, page 40.)

WORK WITH SCHOOLS.

The work of school visiting and the results obtained from the establishment of the school duplicate collection have been such as fully to justify these ventures and to call loudly for continuance and extension. The children's librarian and the assistant in charge of school work visited 411 class rooms in 86 schools and talked to the children about the library, its location, hours of opening, how to secure its privileges, and the pleasure and profit of reading. More than 1,200 registrations resulted from these visits. In fact the children's room use was so stimulated that its shelves were practically swept bare of books, so that at times these visits had to be discontinued until more books could be supplied. The teachers were told of the picture collection, and were urged to apply for the 10-book cards. The growth in the use of these 10-book cards has been steady. At the end of the year 1905-6, 410 such cards were in force; at the end of 1906-7, 732 were out; and at the end of 1907-8, 1,027 teachers held such cards. These cards are used to secure books for professional reading and for class-room work, or to loan to children whenever they are unable to secure books from the school duplicate collection. The monthly educational bulletin has been continued, and is regularly distributed to principals for posting on teachers' bulletin boards. These communications, supplemented by the visits of library representatives, have helped to establish very cordial relations between the library and the schools. The teachers of the fifth, sixth, seventh, and eighth grades were therefore very ready to read and emphasize the letter sent from the library on June 1 urging all children, and especially those about to drop out of school, to continue their education with the help of the library. Since the close of school large numbers of children, some from long distances, have come to the main library to register, most of them no doubt in response to this invitation.

Even though funds are altogether inadequate for the purchase of books to supply the growing demands made upon all parts of the library, including the children's room, yet it is considered very important to make at least a beginning at the work of sending out books to the schools for home circulation. It was possible to purchase during the year only 802 volumes for the purpose, and it was deemed advisable to retain 210 of them (one copy of each title) as a sort of model library in the office of the children's librarian. Consequently only 592 volumes were available for the field work. They were sent out to the grammar schools for three-month periods, in groups of about 25 volumes, with preference to applications from schools most remote from the library. In this way 1,459 volumes were sent to 85 grades in 34 schools. At least 40 applications could not be filled. Among other evidences of the value of this work are many letters received not only from the teachers, but several from the children, expressing their thanks for the books. In some cases no records of circulation were kept; in others, the records were kept imperfectly. Excluding altogether those in which no figures were kept, recorded figures and low approximate figures give a total circulation of 5,958 volumes. To show the full record of this sort of work, there should be added 461 volumes circulated from the Virginia avenue playground and 184 volumes circulated from books loaned to the Central High School.

Just before the close of the year, on invitation of the library, a conference was held between representatives of the schools and of the library, at which were present the vice-president of the board of education, four supervising principals, the director of primary work, librarians of three high schools, and several grade teachers. The superintendent of schools was unable to be present, but sent a list of school officers and teachers whom he nominated as an advisory committee. The spirit of cooperation between the schools and the library is therefore nearly all that could be desired. Except for the chronic shortage of books and the inadequacy of the library force, the way is open for the full development of this work. (School department report, p. 41.)

PICTURE WORK.

The picture collection was begun in 1906-7, and a few pictures were circulated during that year. During the past year, however, its resources have been more fully developed and its use has become somewhat extensive. The collection consists of about 13,000 mounted and a large number of unmounted pictures arranged in classified order in vertical filing cabinets. Most of this material is clipped from discarded books and periodicals, railway and steamship advertising pamphlets, etc. The pictures are mounted on cover paper of uniform size ($9\frac{1}{2}$ by $10\frac{1}{2}$ inches), often with several pictures on a mount. Made up into collections to illustrate topics in geography, history, and literature, this material is found to be very useful in teaching, and teachers have been its largest users. Seventy schools, many of them several times, have drawn upon this collection. Its users have, however, included Sunday schools, mission classes, study clubs, newspapers (for reproduction), illustrators, and other individuals. The circulation figures for the year are 17,101 mounts.

Most of the material for this collection is received without cost. Last summer, however, the librarian bought in Paris 340 platinotype reproductions of paintings and about 200 colored post cards of great pictures, as well as 39 large photographs of paintings, architecture, and sculpture. These photographs have been framed and hung in the children's room, the various adult reading rooms, and the staff lunch room. During the year the National Society of the Fine Arts, after investigating this new branch of the library's work, contributed \$50 to its funds for the purpose of art pictures for school work. This money has not yet been spent.

EXHIBITIONS.

To aid in illustrating the popular art lectures given in the library lecture hall under the auspices of the National Society of the Fine Arts, exhibitions of photographs and rare books borrowed from the Library of Congress have been installed in the exhibition cases on the second floor. Such exhibitions have included Raphael, Printing as a Fine Art, Rembrandt, Outdoor Art, Domestic Art, and Italian Renaissance Architecture. From its own collections the library had an exhibition illustrating Jamestown and early Virginia history, one including the series of "Alte Meister," colored reproductions of great paintings printed in Germany, and one consisting of nearly 600 post-card views of Washington.

As in former years, Prof. Wells W. Cooke, of the Biological Survey of the Department of Agriculture, has furnished the library with notes of spring bird arrivals, and from this data bulletins of colored bird pictures were kept up. Bird lovers seem fully to appreciate this feature.

The exhibition of books suitable for Christmas gifts was conducted from November 22 to December 31, 1907, in the west study, second floor. A handsome catalogue was issued in cooperation with two local booksellers. Many publishers' illustrated lists of holiday publications were distributed. The exhibitions was visited by 1,088 persons.

The usual collection of summer-travel pamphlets, consisting of advertisements issued by railway and steamship companies, has been exhibited in the reference room. Many citizens have come to rely on these annual exhibitions for material aid in planning their summer vacations. (Report on picture work, p. 43.)

DEPOSIT STATIONS.

A year ago seven deposit stations were reported as in operation. Early in the last year a new one was opened at the Y. M. C. A. In January, however, the very successful station at Noel House was closed. These stations are the nearest approximations to branches that the library has. All of them have been established at the solicitations of philanthropic organizations. The library simply furnishes the books (from 300 to 1,000 volumes to each), the transportation, and the necessary supplies for charging the books circulated. The library spends nothing for service in conducting these stations. All of them are conducted by persons who give their services to or are employed by the organizations receiving the deposits. Reports

of the station librarians are printed in the supplement to this report (pp. 44-47). From these reports the following summary of work is given of the stations in the order of their establishment:

1. The Neighborhood House station (468 N street SW.), established in December, 1903, circulated 2,357 volumes, an increase of 570 over the previous year.

2. The Noel House station (1245 H street NE.) in six and one-half months circulated 3,170 volumes. This was an increase of 1,792 over the corresponding period in the previous year. It is exceedingly unfortunate that this, the station with the largest circulation, had to be closed on January 17. This was necessary partly because of the removal of the settlement, but even more because of the impossibility of longer conducting a station with such large circulation by volunteer workers.

3. The Rochefort House station (324 Virginia avenue SE.) circulated 713 volumes, a gain of 169. This station has likewise been handicapped by the difficulty of securing continuity of service from volunteers.

4. Georgetown station (2726 M street NW.) circulated 2,446 volumes, an increase of 185.

5. The Colored Social Settlement station (118 M street SW.) has completed its second full year with a record of 2,228 volumes circulated, a decrease of 193 volumes.

6. The Rosedale station (1627 Fourth street NE.) circulated 1,875 volumes, a decrease of 387.

7. Recreation Center No. 1 (Western High School) shows a circulation of 5,782. This is the first full year it has been in operation. Its librarians are paid by the Washington Playgrounds Association.

8. The Y. M. C. A. station (1736 G street NW.) was opened on October 1, 1907, with about 700 volumes on its shelves. In addition the station has from time to time secured by its own messengers about 500 volumes from the central library to meet special demands. The station, which has been kept open daily, has been accessible not only to members of the association, but to others living in the neighborhood. The home circulation has been 4,009 for the nine months. In addition 749 volumes were read at the station. Its librarian is paid by the Y. M. C. A.

It should be pointed out that none of these stations (except that at the Y. M. C. A.) is open more than three brief afternoon or evening periods a week, but together they circulated a total of 22,580 volumes. The gratifying results achieved in spite of obstacles which have finally resulted in closing one of them and threaten to close others, and the urgent pleas for the establishment of other stations, enforce the need for such an increase in the central library staff as will make it possible for the library itself directly to conduct all such stations.

The library has received during the year formal or informal applications from at least six organizations of citizens requesting the establishment of other stations. These have included the boys' department of the Y. M. C. A., the Brookland Baptist Church, the Anacostia Baptist Church, the Bethany Baptist Church (Rhode Island avenue and Second street NW.), the citizens of Mount Pleasant, and officers of the District government who wish a station established in the new District building. All of these applications

were regarded as deserving of favorable action, but none the less it was necessary to decline to act favorably on them at present. It is believed to be unwise to establish any more stations until it is possible to conduct them by paid employees. Even in cases where the library has sufficient assurance that the volunteer workers will render responsible and continuous service, the library finds itself unable to supply the books owing to the meagerness of the appropriation for this purpose.

PROPOSED BRANCH AT TAKOMA PARK.

Again it is necessary to report the failure of efforts so far this session to secure favorable action on a bill designed to authorize the acceptance of \$30,000 from Mr. Carnegie with which to build a branch library building at Takoma Park. A bill similar to the one which died in the House District of Columbia Committee of the Fifty-ninth Congress was introduced in the Senate early in the first session of the Sixtieth Congress and was again passed by that body. It has never been reported out by the House Committee on the District of Columbia, although such action was recommended by the subcommittee on education of that committee. The association of citizens of Takoma Park is still holding the fine site it bought for the branch and still hoping that Congress will finally be induced to take favorable action. When it is recalled that Mr. Carnegie made his offer of \$350,000 or more for branches in January, 1903, and this particular section of the District has offered two different sites and almost continually for nearly six years has been trying, with the cooperation of the Commissioners and the library trustees, to secure authority from Congress for the establishment of a small branch in that suburb, the outlook is not a very hopeful one.

PROPOSED MUNICIPAL REFERENCE LIBRARY.

Reference is made elsewhere in this report to the application for the establishment of a deposit station at the new District building. This has thus far proved impracticable, because, among other reasons, of the fact that neither the library nor the District has employees who can be detailed for this purpose. Much more important is it to establish, perhaps at the District building, a library which shall be a valuable adjunct to the administration of the District government. What is needed is a municipal reference department of the sort that has recently been established in Baltimore, Milwaukee, and Chicago; one that will do for the municipality what the Wisconsin legislative reference department does for that State. Here could be collected, classified, and indexed municipal reports, ordinances, special investigations, pamphlets, magazine articles—any and all material that will serve to show the best administrative methods anywhere in vogue. The Commissioners urge that the item in the library estimates designed to establish such a library be granted.

ACQUISITION OF BOOKS AND PERIODICALS.

The report for 1906-7 showed the library's net strength to be 92,937 volumes. During the past year 15,806 volumes have been added and 5,549 volumes have been withdrawn, making the total strength of the library at the close of the year 103,194 volumes. The

accessions of the year have been acquired as follows: 10,266 volumes purchased, 5,289 volumes of gifts, and 251 volumes of serials bound. The purchases were acquired from the following funds: \$7,500 congressional appropriation, \$2,561.22 desk fund, and \$4.50 Woman's Anthropological Society fund; total, \$10,065.90.

In order to show in one place the total amount spent for additions to the library a statement of subscriptions for periodicals is here given: \$1,010.16 desk fund, \$99.85 Henry Pastor Memorial fund, and \$34.25 Woman's Anthropological Society fund; total for periodicals, \$1,144.26. Attention is called to the classified tabulation of books purchased or received by gift for each class of literature (p. 50).

The total of \$11,210.16 spent for books and periodicals is \$1,698.27 less than was spent for the same purpose in 1906-7 and \$3,837.01 less than was spent in 1905-6. It is a matter of regret that in the face of the constantly increasing book circulation and the need for more duplicates and replacements, the funds available for book purchases should not only not increase correspondingly but should actually decrease. It is highly desirable that the annual book appropriation should be increased to the \$15,000 asked for.

During the year 559 volumes were added to the duplicate pay collection at a cost of \$646.60. Duplicate copies of 3 magazines were purchased for this collection at a cost of \$73.80. Binding of 365 volumes of pay duplicates cost \$148.98. Against a total outlay of \$869.38 is to be put receipts of \$1,173.70 for the rental of these volumes at 5 cents a week. As has been often explained, all these rental copies, as soon as they have paid for themselves, are turned over to the free shelves. (Order department report; p. 49.)

GIFTS AND ACKNOWLEDGMENTS—DISCARDED MATERIAL.

During the past year the library has received as gifts an unusually large amount of material that has proved of value. These gifts have included 7,412 bound volumes, 629 unbound volumes, 4,947 pamphlets, 4,504 numbers of periodicals, besides other material. This does not include 2,246 manufacturers' catalogues sent on request. All of this material has been acknowledged on its receipt. A selected list of donors, including the citizens of Washington who have sent publications, is printed elsewhere (p. 57). Especially noteworthy were the gifts of Prof. Cleveland Abbe, numbering 304 volumes, 436 pamphlets, and 1,077 numbers of periodicals, and that of the Evening Star Newspaper Company, 183 volumes and 62 pamphlets. The United States Bureau of Education transferred to this library with the consent of the Librarian of Congress 2,840 volumes. Most of these volumes had formed a part of the A. L. A. Library exhibited at the World's Fair, 1893, and although most of them proved to be duplicates, yet they were books which it is desirable for a public library to have in duplicate. The Library of Congress transferred 1,857 bound volumes and 1,700 periodicals. These were all selected from the duplicates of the Library of Congress. The periodicals so acquired helped to complete several valuable sets.

In order that no one may point to the list of gifts of books to the library and claim that the receipt of such gifts obviates the necessity for increased appropriations for book purchases, the following statement should be made. The past year has been an exceptional one, both in the number and quality of the gifts received. It is not often

that the library receives so much first rate material as it has in these A. L. A. books noted above. Even such books are usually supplemental and of secondary importance. Miscellaneous gifts are always accepted and received, but often only a small percentage of them prove to be desirable new accessions or needed duplicates. Only in the rarest cases does the library receive as gifts books in active demand. Without in any way underestimating the value of the gifts received or wishing to check the flow of gifts to the library, it is still true that they do not often include books which are most continually and imperatively in demand, and consequently such gifts do not materially lessen the number of books which it is necessary to acquire by purchase.

The library continues to receive each year from Mr. James T. Du Bois, a trustee of the library, the income on \$2,000, or \$100. This fund, known as the Henry Pastor Memorial, is regularly spent for technological periodicals. Mr. Du Bois has announced that ultimately he expects to increase the principal to \$5,000 and make it a permanent endowment.

Under the general law authorizing transfers of unnecessary books to the Library of Congress this library now regularly turns over to that library all duplicates not suited to its extension work. Several thousand were turned over during the year. Acting under the permission of the Commissioners 3,174 discarded books and many periodicals have been sent to 20 District charitable institutions and the fire department, and a large number of books and periodicals have been turned over to the Salvation Army. In these ways all material is put to the best possible use, and such use is prolonged to the utmost.

CATALOGUE DEPARTMENT.

The cataloguing force classified and catalogued 15,162 volumes and shelf-listed 16,496 volumes. The latter number is nearly 4,000 greater than the figures of the previous year. During the year 40,714 Library of Congress printed cards were received and filed in the depository catalogue. This library catalogued 230 titles for the "W" series of the Library of Congress printed cards, including books bought by this library but not secured by the National Library. The detailed report of the chief of the catalogue department shows a vast amount of valuable work accomplished by her staff in the revision of the classification and subject headings and other improvements in the catalogue. Special mention should here be made of the plan adopted for making available the large number of reference lists, published for the most part in bulletins of other libraries. A single card for each subject is inserted in the catalogue, referring the reader to the reference or useful arts department, as the case may be, where all lists on the subject, no matter how numerous, are found arranged together in vertical filing cabinets. When a subject is once inserted in the catalogue, thereafter it is simply a question of filing the lists.

For further details of the catalogue work, including the record of the inventory, reference is made to the departmental report (p. 50.)

BINDING AND REPAIR WORK.

The library binding continues to be very satisfactory and the contract for binding remains with Mr. Emerson. New experiments are *made from time to time*. Among these are the sewing of magazines

Public Library District of Columbia, 1906.



CATALOGUE ROOM, MAIN FLOOR.

for circulation into red rope paper covers and the pasting of the illustrated covers outside for easy identification, the gilding of practically all call numbers on the backs of books, instead of disfiguring them with pasted labels or ink, and the treating of old leather-bound books with vaseline. Many valuable sets of periodicals have been completed and bound. (For detail report, see p. 53.)

PUBLICATIONS AND PUBLICITY.

The monthly bulletin of the library, though a modest four-page sheet, serves a very useful purpose and its regular publication is much appreciated by library users. As from the beginning, matter for it is first run on the Saturday book review page of the Evening Star, the proprietors of which permit the type to be used in printing the bulletin. By this means it is possible to issue it at minimum expense. The only annotated reference list issued was a revised edition of No. 3, Summer Travel, the first edition of which had proved so popular. The educational bulletin and many single-page reference lists have been printed on a new multigraph. Many blank forms are also printed by this machine.

All of the local newspapers have published news of the library's new enterprises and have maintained a friendly attitude editorially.

CORRESPONDENCE AND OTHER MAIL MATTER.

During the last fiscal year a record has been kept of all letters, postal cards, and other mail matter sent out by the library. The total is 44,972 pieces. These figures include 11,020 sealed letters, 26,962 postal cards, 6,750 packets of library publications, and 240 other packages. The letters sent out included 4,861 original letters, 2,182 stenciled letters, 120 book orders, 335 vouchers, 121 engraved acknowledgments, 99 catalogue card lists, 31 issue department bills, and 3,271 notices to parents regarding children's applications. Of the postals all but 625 were printed forms, but each of them represented careful investigation in securing necessary data before mailing. The foregoing figures give some idea that the work of a modern public library does not consist, as some persons seem to think, in simply handing books out over a counter.

LIBRARY STAFF AND APPRENTICES.

During the last fiscal year 22 persons left the library service—10 library assistants, 10 messengers and pages, and 2 charwomen. As was expected, the increase in the salaries of pages from \$240 to \$360 has reduced the resignations. During 1906-7 there were 18 resignations from the same number of pages. The increase in the salary of messenger from \$360 to \$480, effective July 1, 1908, will also help to keep boys in the force longer by offering some chance for promotion. There has also been a reduction in the proportion of resignations from the library staff proper (excluding building force, messengers, and pages) from 33½ per cent (1906-7) to 25 per cent. It is hoped that the increases in the salaries of several of the minor positions on the library pay roll, effective at the beginning of the present fiscal year, will further reduce the resignations from the staff. If more of the better-paid positions could be created, the wastefulness of frequent resignations would be still further reduced.

The plan of having fortnightly meetings of heads of departments has been continued. At the first meeting of each month a written report from each department is presented and discussed. This keeps each department informed of the workings of all the other departments. At other meetings appointed committees present reports on new projects, changes in methods, etc. Extra copies of the professional journals are subscribed for for staff use. The staff is largely represented in the District of Columbia Library Association, whose meetings continue to be held in the library. Several members also belong to the American Library Association. The librarian, the assistant librarian, and the children's librarian attended its annual conference at Lake Minnetonka, Minn., June 22-27, two at library expense. The librarian and the children's librarian also attended the Library Section of the National Educational Association at Cleveland, July 3 and 4. In March the librarian attended the joint meeting of the Pennsylvania and New Jersey library associations at Atlantic City. The librarian has also been enabled to visit during the past year the libraries of Minneapolis, Chicago, Cleveland, Pittsburg, Philadelphia, New York, and Brooklyn, as well as those of Paris and some of the other municipalities of northern France. He contributed to the Library Journal, January, 1908, an article entitled "The Municipal Popular Libraries of Paris."

A fourth year's experience of conducting an apprentice class and of appointing practically all of the junior assistants from those who finish the course has shown the plan to be a satisfactory one, or at least to be more satisfactory than to appoint to such positions persons who have not had any preliminary training. The training of apprentices is, however, a heavy burden to carry, and it is hoped that ultimately the library may be relieved of the necessity of giving such training, perhaps by the establishment locally of a library school, where such elementary training can be secured. Another disadvantage of the plan of training apprentices is that at best it is only superficial and can never take the place of training secured from a complete library school course. (For report on apprentice class, see p. 53.)

BUILDING NOTES.

The interior telephone system with 20 stations has at last been made to work successfully. The installation of the private branch exchange telephone system has also proved a great convenience. To have the various public parts of the library in connection with schools, newspapers, and citizens adds greatly to the effectiveness of the library.

It is a matter of congratulation that Congress finally put an item in the appropriation bill enabling the library to employ its own police officer. It is expected that the protection thus secured will reduce the theft of library property and other depredations.

The librarian is now engaged in studying the lighting of the building. At present it is expensive and entirely inadequate. The District electrical engineer has promised to help in the series of experiments with the various types of new lamps which have recently been put on the market.

ESTIMATES FOR RUNNING EXPENSES.

Scattered through this report are frequent references to the need for increased appropriations for a larger force at better salaries, for a

larger book fund, and for other increased running expenses. The following estimates are submitted :

Estimates for running expenses.	Recom- mended 1909-10.	Appro- priation 1908-9.
I. Library and building force:		
1. Administration department—		
Librarian	\$4,000	\$3,250
Assistant librarian	1,800	1,500
Librarian's secretary	1,000	900
Stenographer and typewriter	720	720
Copyist	480	480
Messenger	480	480
2. Order department—		
Chief (new)	1,200
Assistant (new)	720
Assistant	540	540
Assistant	480	480
3. Catalogue department—		
Chief (new)	1,500
Cataloguer	900	900
Cataloguer (new)	840
Cataloguer	720	720
Cataloguer	600	600
3 cataloguers (now called temporary cataloguers), at \$540	1,620	1,620
Assistant	480	480
4. Binding department—		
Assistant (new)	720
Collator	480	360
5. Reference department—		
Reference librarian	1,200	1,000
Assistant	720	720
Assistant	540	540
Page	360	360
6. Useful arts department—		
Chief (new)	1,200
Assistant	720	720
Page	360	360
7. Information bureau—		
Assistant	900	900
Assistant	600	600
8. Periodicals department—		
Assistant (new)	900
Assistant	540	540
Page	360	360
9. Children's department—		
Children's librarian	1,200	1,000
Assistant	720	720
Assistant	600	600
2 attendants, at \$540	1,080	1,080
Page	360	360
10. Schools and stations department—		
Chief (new)	1,000
Assistant (new)	600
Page	360	360
11. Circulation department—		
Chief	1,500	1,200
First assistant (new)	900
Assistant	720	720
2 assistants, at \$600	1,200	1,200
2 attendants (new), at \$600	1,200
3 attendants, at \$540	1,620	1,620
5 attendants, at \$480	2,400	2,400
Messenger	480	480
5 pages, at \$360	1,800	1,800
12. Municipal reference librarian (District building)	1,200
13. Building force—		
Engineer	1,200	1,080
Fireman	720	720
Workman	600	480
2 janitors, at \$480	960	960
Library guard	720	720
2 cloakroom attendants, at \$360	720	720
6 charwomen, at \$180	1,080	1,080
II. Employment of substitutes and other temporary service	1,000
III. Sunday opening	2,500	1,700
IV. Purchase of books	15,000	7,500
V. Binding	5,000	3,500
VI. Fuel lighting fitting up building, and other contingent expenses	8,000	7,500

In accordance with custom, the items contained in the librarian's estimates are, before publication, made to agree with the formal estimates of the library trustees as contained in their report and submitted to the Commissioners. In the trustees' report the estimates are arranged to conform to the present appropriation bill, whereas the foregoing items are grouped according to the needs of the various departments of the library service. In addition to the arguments scattered through this report for increased appropriations to carry on the work of the library efficiently, the following considerations are offered:

The library staff continues insufficient in numbers and too poorly paid. The natural increase of work requires more people; the essential new enterprises already begun are crippled by inadequacy of force, and much desirable new work can not even be attempted because of lack of people. It was a decided advantage to receive the small increases in the salaries of 10 attendants and 2 messengers. Now the salaries of the higher assistants need increasing, and there is decided need of creating more of the better-paid positions, in order to get and keep well-trained department heads and to put the positions of this library on a par with similar positions in other libraries in Washington and elsewhere. The book-order and catalogue departments need strengthening to carry the present load, and especially so if the book purchases are increased as recommended. The useful arts department was begun with an insufficient force, and has so fully justified its creation as strongly to enforce the need for a well-paid chief. The opening of the separate periodicals room on the second floor with an adequate force certainly ought not to be longer postponed. The results accomplished by the school-room libraries and by deposit stations, with insufficient force in the case of the schools and by volunteers in the case of the stations, call for the establishment of a separate department, with proper force. The constantly increasing work of the circulation department can not be properly coped with by the present staff.

Whenever there is sickness, the need of employing substitutes is very great. It is therefore highly desirable to secure the appropriation recommended for this purpose.

It is very important to secure the recommended increase in the fund for the purchase of books. The library ought not to be obliged so constantly to have to deny readers the books they seek. But with a population of 340,000, nearly 50,000 of whom are registered users of the library, and many of whom call for high-class, expensive books, this is inevitable. Surely \$7,500 is too little for the purpose, and the \$15,000 asked for is a modest sum to meet such needs.

In conclusion, the librarian wishes to thank the trustees for their interest in the various activities of the library and for their valued counsel and their cordial support.

Respectfully submitted.

GEORGE F. BOWERMAN,
Librarian.

THE TRUSTEES OF THE FREE PUBLIC LIBRARY.

Public Library District of Columbia, 1908.



STAIRS AND READING ROOM, MAIN FLOOR.

EXTRACTS FROM REPORTS OF DEPARTMENTS.

Preceding the writing of the foregoing report, the librarian requested the heads of the various departments of the library service to furnish detailed reports, including, wherever necessary, statistical tables. The following extracts from these departmental reports treat matters omitted from the librarian's report, or only briefly covered in it. They are therefore supplemented to the main report.

CIRCULATING DEPARTMENT.

Miss Grace B. Finney, chief of the circulating department, reports as follows on the home circulation, the registration, and the open-shelf rooms:

The main activities of the past year centered around the new desk, installed last July. It has meant much better concentration of work and the handling of larger crowds with more ease. The largest day's circulation was January 27, on which day 3,255 books were issued. The smallest day's circulation was January 1, when 624 books were issued. On six days the circulation exceeded 2,000; on four days it was over 2,500; and on one day over 2,900.

The main details of circulation as gleaned from the statistics of the last two years are brought together in the following table:

Statistics of circulation.	1906-7.	1907-8.
Total circulation (including stations and schools).....	481,463	505,476
Circulation, central library.....	464,777	476,293
Circulation, deposit stations.....	16,369	22,580
Circulation, schools.....	317	6,603
Average daily circulation (central library).....	1,499	1,582
Average monthly circulation (including stations and schools).....	40,122	* 44,911
Monthly increase.....	4,031	4,789
Yearly increase.....	48,367	24,013
Percentage of increase.....	11	5
Days open for circulation.....	310	301

* Figured on the basis of 11½ months during which library was open.

During the month of June 86 books were issued on the vacation privilege plan. I suggest that more publicity be given to this plan and the time extended to October. This would mean time saved in having to use but one date and money saved the borrower in not having to express the books back to the library. I also recommend that the number of books issued be 10, the same number as issued on teacher's and privilege cards.

Work is still progressing on the street index, 25,000 names having been written during the year. This leaves about 8,000 names to write before the index is complete to date.

Changes of addresses are so numerous that each assistant is given one registration book of 5,000 names for which she is responsible, instead of having one person responsible for this work as a whole.

The following figures show a portion of the clerical work accomplished:

Pockets of re-bound books marked	4,261
Book cards rewritten.....	8,240
Labels removed from seven-day books.....	1,256
Total.....	13,757

The following table shows the number of postal notices mailed, by months:

Postals mailed July 1, 1907, to June 30, 1908.

	1907.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Reserves:						
Fiction	72	74	50	139	226	207
Nonfiction	165	141	147	228	332	174
Total	237	215	197	367	558	381
Recommended books	4	0	0	18	12	15
"Always out" books	23	0	6	4	5	11
Delinquent notices	995	806	817	977	1,091	1,335
Reregistration	375	187	534	698	497	629
Total	1,634	1,208	1,554	2,064	2,163	2,371

	1908.							
	Jan.	Feb.	Mar.	Apr.	May.	June.	Total.	Per cent.
Reserves:								
Fiction	196	204	213	209	171	179	2,040	44
Nonfiction	179	231	276	336	238	155	2,602	56
Total	375	435	489	545	409	334	4,642	
Recommended books	1	17	9	23	44	21	164	
"Always out" books	16	7	7	12	46	16	153	
Delinquent notices	383	1,038	1,073	1,197	1,067	812	11,591	
Reregistration	615	682	556	853	932	864	7,222	
Total	1,390	2,179	2,134	2,630	2,498	2,447	23,772	

Books on history for the high schools were requested only by the Western and Central High schools. The Central High School reported a home circulation of 184. Both schools reported the constant use of these books in the schools, no record of which was kept.

The Y. M. C. A. Station mails registrations and lists of books twice a week. These are called for the following day by messenger. These books are always promptly returned. Books are also issued to the Bureau of Education through messenger.

The health department continues to mail daily reports of contagious diseases in the District. They also mail names of books belonging to the library found in homes where diseases are located and the name of borrower found on the reader's card. When the library has been in doubt about issuing cards to suspicious-looking persons with skin diseases, etc., the department has investigated the case and assured the library of the safety of issuing such persons cards. All books found in houses where smallpox exists are kept by the department, fumigated, and used by them for similar cases in the contagious hospital as reading matter.

An innovation started at the beginning of June was the issuing of music rolls. The popularity of such a collection was assured from the beginning. A special card, in addition to the regular cards, is issued each applicant. One hundred and nine cards have been issued. The total number of rolls is 488. Circulation for the month has been 1,122. Ten rolls are issued at a time, and only one member in a family is entitled to a card. The receiving and issuing of these rolls will be a serious problem with which to cope the coming winter, due to the amount of handling and stamping necessary and the delay caused regular book patrons.

The following tables of circulation, fines, etc., cover the central library, stations, schools, etc.:

Circulation, by months and classes, July 1, 1906, to June 30, 1907.

	1907.					
	July	Aug.	Sept.	Oct.	Nov.	Dec.
General works.....	1,622	1,630	1,636	1,721	1,623	1,579
Philosophy.....	299	220	248	343	383	263
Religion.....	187	157	153	241	242	223
Christianity.....	172	160	192	236	285	261
Ecclesiastical history.....	16	37	29	63	65	69
Biography.....	521	574	544	885	1,088	888
History.....	1,139	1,128	1,259	1,903	1,786	1,442
Travel.....	1,064	952	809	1,476	2,232	1,811
Social and political science.....	451	410	477	722	1,064	1,171
Natural sciences.....	780	740	791	1,059	1,208	1,191
Useful arts.....	506	559	560	650	1,011	802
Recreative arts.....	280	296	281	319	377	454
Fine arts.....	432	488	566	733	668	549
Language.....	204	179	199	305	304	290
Literature.....	1,979	1,929	1,946	2,512	3,064	3,166
Book arts.....	153	206	207	331	400	368
Fiction.....	26,730	25,309	24,992	28,416	30,144	26,713
Schools.....						
Total.....	36,535	34,974	34,939	41,915	45,946	41,240
Average daily circulation.....	1,405	1,295	1,308	1,552	1,807	1,650
Per cent fiction.....	73	72	71	68	67	65

	1908.						
	Jan.	Feb.	Mar.	Apr.	May.	June.	Total.
General works.....	1,115	1,684	1,855	1,777	1,734	1,791	19,757
Philosophy.....	252	365	398	292	280	284	3,639
Religion.....	168	287	319	272	245	213	2,705
Christianity.....	184	311	438	357	241	225	3,062
Ecclesiastical history.....	48	76	120	136	72	79	809
Biography.....	676	1,214	1,412	1,204	1,189	1,095	11,277
History.....	1,081	1,681	1,971	1,571	1,301	1,085	17,330
Travel.....	1,455	2,227	3,220	2,498	1,896	1,556	21,245
Social and political science.....	1,015	1,368	1,628	1,364	1,197	968	11,836
Natural sciences.....	1,059	1,432	1,755	1,552	1,289	1,152	13,994
Useful arts.....	657	1,012	1,336	1,043	975	897	10,016
Recreative arts.....	327	543	567	568	466	373	4,849
Fine arts.....	491	766	833	703	610	500	7,337
Language.....	209	349	355	320	291	322	3,323
Literature.....	2,267	3,533	3,979	3,416	3,079	2,591	33,445
Book arts.....	325	494	462	421	338	370	4,075
Fiction.....	20,224	29,324	33,104	29,914	28,165	27,290	330,174
Schools.....							6,603
Total.....	31,553	46,666	53,752	47,408	43,595	40,811	505,476
Average daily circulation.....	1,856	1,867	2,067	1,822	1,676	1,570	1,679
Per cent fiction.....	64	63	62	66	65	66	65

Monthly statement of fines, etc., July 1, 1907, to June 30, 1908.

	1907.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Fines.....	\$243.24	\$207.77	\$212.09	\$268.85	\$315.98	\$353.55
Duplicate collection.....	117.75	104.85	89.10	94.90	108.05	102.70
Reserves.....	5.78	4.20	4.54	8.56	12.32	9.18
Reissued cards.....	7.35	7.10	9.20	14.00	19.50	14.40
Books lost and injured.....	4.62	5.27	2.50	14.44	2.25	1.13
Sale of catalogues.....	.20	.30	.25	.35	.30	.25
Money found in building.....					.21	
Total.....	378.94	329.49	317.68	401.10	458.61	481.21

Monthly statement of fines, etc., July 1, 1907, to June 30, 1908—Continued.

	1908.						Total.
	Jan.	Feb.	Mar.	Apr.	May.	June.	
Fines.....	\$120.76	\$289.52	\$299.23	\$341.30	\$315.65	\$308.59	\$3,316.53
Duplicate collection.....	69.55	101.25	103.95	91.40	89.40	100.10	1,173.70
Reserves.....	6.72	9.16	10.92	10.18	7.68	6.14	95.78
Reissued cards.....	9.65	12.20	14.75	10.20	8.05	10.40	136.90
Books lost and injured.....	3.65	1.55	9.32	6.02	16.41	9.35	76.41
Sale of catalogues.....	2.20	.25	.25	.10	.15	.25	4.85
Money found in building.....							.21
Total.....	252.53	413.93	438.32	459.10	437.34	435.53	4,103.98

REGISTRATION.

The number of registrations for the year was 15,313 as against 13,214 during the previous year. The net gain shows a decrease of 1,037, due to the closing of the library eleven days and to the fact that 3,172 more cards expired.

The reader's record is now kept on file directly back of the application instead of scattered in different places, as formerly. This prevents readers not in good standing through failure to return books from obtaining new cards. With the reopening of the library in January after being closed by the health officer it was decided to cancel all fines up to a certain date. Many delinquents of long standing took advantage of this opportunity and are now regular borrowers. At present large fines are reduced one-half.

In January the registering of children in the children's room was begun. After applications were properly signed they were sent to the adult department where all work but the actual registering was done. As it was becoming a question of more space for filing and more assistance to keep up the day's work in the department, it was proposed to have the children's registration done in the children's room. All juvenile applications were therefore withdrawn by July 1. In April records were started of the adult and juvenile, male and female, users of the library from the month's registration.

Statistical report of registration, July 1, 1907, to June 30, 1908.

Gross registration June 30, 1907.....	70,700
Total number of cards in force June 30, 1907.....	45,231
Registration:	
Main library.....	14,471
Deposit stations.....	842
Total additions.....	15,313
Nonfiction cards issued.....	14,399
Teachers' cards issued.....	371
Privilege cards issued.....	80
Music rolls cards issued.....	109
Total number of cards issued.....	30,272
Deductions:	
Expired to date.....	10,613
Left town.....	253
Deceased.....	23
Canceled.....	30
Total.....	10,919
Net increase in registration.....	4,394
Gross registration June 30, 1908.....	86,013
Total number of cards in force June 30, 1908.....	49,625
Average registration per day.....	43
Lost cards:	
Duplicates made.....	1,367
Amount realized.....	\$136.70

OPEN-SHELF ROOMS.

The installation of new issue desk opened the way for shelving more nonfiction in the lobby. Selections from the following classes have been brought out: Foreign literature (French, German, Italian, Spanish), domestic science, history of literature and travel including the following countries: France, Italy, Ireland, Scotland, South Sea Isles, Switzerland, England, Europe (general), Holland. Some of the above countries will be removed in the fall to be replaced by Japan, China, India, Russia, and the United States. Social, political, and natural sciences were shelved in the open-shelf room, with the following exceptions shelved in the useful-arts room: HK to HKQ, L, M to MP. The gain of these classes over last year follows:

Increased circulation of books on open shelves.	1906-7.	1907-8.	Gain.
Travel.....	10,851	13,538	2,687
Social and political sciences (H, I, J, K).....	6,076	10,732	4,656
Natural sciences (M, N, O, P).....	7,112	10,426	3,314
Literature.....	23,016	23,581	565
History of literature (ZY.A-ZY.G).....	2,955	3,900	945

A small revolving bookcase placed in the lobby contains a selection of the newest books added, dated to circulate from this case for three months. These books are gone over daily, expired books removed, and circulation noted. The majority show a circulation of six to eight times before removal.

With the installation of the new delivery desk, books are no longer charged in the open-shelf room as heretofore. This left that room without supervision. This proved so unsatisfactory that supervision of the room was begun February 17, by having an assistant regularly assigned to it part of each day. The results have been gratifying.

Among the methods adopted to develop rapidity in choosing material for individual wants are the supplying of guides to the best fiction for assistant and reader and current reviews in periodicals; the reading of articles on directing the reading of fiction; the taking of daily notes of books out, questions asked, criticisms, and general remarks of interest; and the making of short annotated lists for distribution.

Some of the results obtained are the increase of requests for suggestions and expressions of appreciation of attention given to such requests, the duplication of books most needed, the locating of books reported "always out," and the ability to retain those readers discouraged at not finding the few titles of inferior literature with which they have been familiar.

A special feature of the room has been the selected collections of nonfiction, the first collection being Lenten books placed near the entrance to the room for a period of one month and the second a selected list of interesting biographies. The popularity of such collections is shown from the following comparisons: Books in the Lenten list, 132; books in biography list, 355; books circulated from Lenten list, 262; books circulated from biography list, 783; books in the Lenten list on open shelves, one month; books in biography list on open shelves, two months. Books circulated from entire class (Christianity), 457; from entire class of biography, 1,538, or 50 per cent of Christianity and 45 per cent of biography circulated from the small collections in the open-shelf room.

Lists on various subjects compiled by this and other libraries are being mounted on paper of a uniform size and filed in a cabinet for ready use. During the busy months a page is regularly assigned to the room whose duty it is to shelve books and keep the room in good order.

More systematic work and more familiarity with the contents of books will do much to develop a work worth the while, as already shown from the number of persons who come when the room is regularly occupied certain hours by an attendant whose face is familiar and who has given satisfactory assistance.

BUREAU OF INFORMATION.

Miss Georgette Ross was in charge of the information bureau during the latter part of the year. She reports as follows on its work:

The usefulness of the information desk can not be recorded by statistics, for this is a department from which the benefits bestowed are often intangible.

Despite several changes in the personnel of the department during this, its third year, the information desk has made itself a recognized necessity in the library.

Since February the desk has been open every day and evening. The attendant in charge has sought and made this department a means of genuine aid to the individual, and (by transmitting public opinion to the librarian) to the library.

The questions (varying in subject from some desired astronomical statistics to the name of a good cook wanted by a local chef) answered at the information desk offer an interesting picture of the wants the library is filling in the community.

The criticism that the public library is patronized by women and children only can not be applied to this library, for among its regular borrowers are ministers, doctors, mechanics, students, cooks, grand army men, and lawyers, besides the men who are attracted more by a love of books than through zeal for their profession.

The attendant at the information desk has a chance not only to make easy a person's first visit, by explaining how to join the library, and by guiding to the right department, but by responsive interest, when such interest is desired, can explain the use of the catalogue and help the borrower to the desired book or books.

There is also a chance in this department to suggest books to the boys and girls who are having their first experience in using the adult department.

There has been an increased use of the telephone, and frequent are the inquiries as to dates, book titles, etc., which are answered thereby.

A record of questions asked is kept at the desk and it has been decided to continue the card catalogue of "where to look," thus preventing a second hunt for a bit of desired information.

It is suggested that a telephone on the information desk would result in the increased activity and usefulness of the department.

In addition to the duties of answering questions and the arranging of dates for the use of the lecture hall and study room, the work with the schools (Miss Rose) and the rapidly growing picture collection (Miss Moore) has been under the supervision of this department.

REFERENCE DEPARTMENT.

Miss Grace E. Babbitt, reference librarian, reports as follows on the reference department:

The chief gain in the reference-room work during the past year has been with the school children, due largely to cooperation on the part of the teachers. The list of required and supplementary reading furnished by the high schools at the beginning of the year has been of great assistance. The books in the list have been, as far as possible, brought together in the reference room, where they are always available. The teachers have also, in many cases, realized the advantage of sending word to the library in advance of special topics that pupils will want for debate or for further light on events or people they are studying.

The range of subjects which the school children are at work on is varied, as shown by a few of those asked for: Should military training be compulsory; adoption of Jim Crow law in District of Columbia; self-government in the high schools; abolition of capital punishment; parcel post for the United States; gold standard; jury system; woman suffrage; increase of the navy; restriction of immigration; free text books; intercollegiate athletics; United States as a war power; government ownership of railroads; what was the Tory attitude in England toward the American Revolution?; to what audience was Burke's speech on "Conciliation" delivered? How long did he speak and where?; what were the modes of travel in Chaucer's time?; the inns?; the armor and costumes?

The decrease in the number of readers in the reference room is due to the opening of the useful arts room last November. This is, of course, a division of reference work and besides the improvement which results from such specialization, it was a great relief to the reference room, as the limit of its seating capacity had been reached several times during the previous winter. The remarkable development and appreciation of the useful arts room makes noticeable the large number of men that still come to the reference room for more purely literary reading.

During the various opera seasons copies of librettos of the operas given were kept in the reference room, and for some time before and after, as well as during the presentation of "Rosmersholm" by Mrs. Fiske and "Hedda Gabler" by Mme. Nazimova, copies of these dramas were in constant use in the reference room.

The teacher's library is being thoroughly gone over and only the pedagogical and psychological books are to be retained in it. It is hoped to add the really valuable books in these lines which it lacks.

This library, in common with many others, regrets the prevalence of the "contest" fad. These contests are arranged by commercial houses for advertising purposes. The most trying experience of this sort was during the late winter, when several hun-

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USEFUL ARTS AND SCIENCE ROOM, MAIN FLOOR.

dred contestants came to the library daily to try to identify pictures of famous buildings, ruins, or natural scenery. The pictures were so poorly printed that this task would have been difficult for an expert, and the majority of the searchers were entirely unfamiliar with such study. They had no respect for library books and maltreated them shockingly, soiling and tearing the books and even cutting out pages that contained the pictures they wanted. As reference books are expensive, the money loss was severe.

The weekly lists for the local papers from which the monthly bulletin is compiled have been prepared in the reference room. These have included occasional lists on timely subjects, as on: MacDowell; Conservation of our national resources—timber, mines, and waterways. Lists were prepared for one of the leading literary societies on the Nobel prize and Mark Twain, and for one of the daily papers a list on Architecture of the Renaissance. Supervising Principal Patterson asked for a comprehensive and selected list on defective children, and which was considerably used by teachers in the recently organized schools for such children.

It is impossible to give an account of the reference work proper—of the use of the books and magazines shelved in the room, or of the amount of individual assistance rendered. That the department is becoming more widely known is shown by the increasing number of calls by telephone for information on all sorts of subjects. The reference room is also being used more extensively by the government departments, individually and officially.

In the early spring an exhibition of "travel literature" was placed in the reference room. It consisted of folders, many of these beautifully illustrated, published by the railway and steamship lines. Duplicates of a large number of these were kept on file and given out as requested. They were in great demand during the spring and early summer and were highly appreciated.

The following table shows the number of readers in the room during the year and the number of books brought from the stacks:

Month.	Week days and Sundays.		Sundays only.	
	Readers.	Books.	Readers.	Books.
1907.				
July.....	7,642	1,425	590	79
August.....	7,976	1,577	622	91
September.....	9,331	1,833	1,002	200
October.....	12,927	2,864	1,074	297
November.....	12,306	2,389	1,484	264
December.....	10,977	1,922	1,475	244
1908.				
January.....	6,926	1,376	911	186
February.....	11,095	2,247	1,519	332
March.....	12,938	2,908	1,510	335
April.....	12,292	2,466	1,009	177
May.....	9,232	1,389	1,057	157
June.....	7,778	1,147	624	107
Total.....	121,420	23,493	12,877	2,609

USEFUL ARTS DEPARTMENT.

Mr. Carl P. P. Vitz, assistant librarian, reports as follows on the work of the useful arts and science department of which he is in charge:

As the useful arts room was not opened to the public until November 1, this report covers its operation for only a part of the fiscal year. It covers also, however, the preparatory steps taken in its organization.

For some time it had been felt that the library was not sufficiently supplying the wants of the workingman, engineer, and business man; also, as books and periodicals were being added along these lines, it became apparent that though filling a want, they were not sufficiently accessible to the men. The transfer of the children's department into a larger room in the basement made it possible to use the room vacated by them to create a new department to bring together and make available this material.

In planning the department the libraries at Newark and Providence, which have similar departments, were visited, reports of other libraries were studied, and letters of inquiry seeking information on specific questions were sent to various libraries. It was decided to combine the circulating, reference, and reading room work along useful arts lines in this one room, to add a collection of manufacturers' trade catalogues, making all freely available on open shelves, and to have men in charge of the room practically at all hours. The classes of books included were essentially those on the engineering branches, the trades, and handicrafts; the physical and mathematical sciences, on which they are based; the arts and crafts, combining art and handicraft, and also agriculture with allied subjects, and books on business.

Periodicals covering the same field were transferred to the department. Valuable help was received from the library committee of the Washington Society of Engineers, and on their recommendation the periodical list was thoroughly revised for the calendar year 1908, and about thirty new titles were added. The periodicals have been shelved in an alphabetic arrangement around the room on top of the bookcases, which brings them at a convenient height. By using pamphlet boxes it was possible to have available both the last number in a binder on top and back numbers in the box. As regards binding periodicals, the policy adopted was to bind but very few, keeping however, unbound numbers available, and rather to have a large list for current reading use.

The largest task was the gathering of catalogues for the trade catalogue collection. Form letters descriptive of the nature and purpose of the room were mailed to a large number of manufacturing firms. Besides general manufacturing lines, special effort was made to get catalogues of office appliances and equipment, printing and binding machinery and materials, paper, laboratory and scientific apparatus, automobiles, and florists' catalogues. The mailing list was made up from an examination of the advertising pages of most of the periodicals received and of the lists of trade catalogues given by many of the more important periodicals. The plan adopted for the care of this material was as follows: The catalogues were classified by subject and arranged on the shelves in alphabetic order by subject. Large catalogues stand by themselves. Leaflets and smaller catalogues are kept in large manila envelopes, which are marked with subject and filed in with the others. An alphabetic list of subjects used is kept as an aid in classifying other catalogues as received, while an alphabetic index by firms refers to subjects under which the firm's catalogues are classified.

In anticipation of the opening of the room, books were ordered freely. The Engineering News and Technical Literature (now Engineering Digest), and lists prepared by publishers of scientific and engineering books but especially those prepared by other libraries were used to help in making selections. Since the room has been opened, ordering has been confined more closely to books reviewed in the above-mentioned periodicals and to meet demands and fill up the few gaps made apparent by use.

The room was opened on November 1. At that time it was advertised in the local papers and in the library bulletin. Also circular letters were sent out to local business men and manufacturers asking them to call the attention of their employees to the new department. Members of the Washington Board of Trade were also told of the new enterprise. A talk by the librarian before the Washington Society of Engineers at a public meeting of the society also served to make it known. The room proved popular immediately and its use rapidly increased up to the approach of the hot summer weather. It is used largely by students and mechanics, but also by professional men. The room is very easy to administer, due to the fact that the material is so readily to hand. The patrons, also, quickly learn to help themselves and express much gratification that they can examine on the shelves all the books on subjects that interest them. The collection of books, as tested by actual use, shows it to be well selected and able to meet the varied and increasing demands in a very satisfactory manner. Along a few lines, however, it was necessary to add to the collection very materially. The greatest increase of the room has been in ready-reference work. While the regular reference books have been indispensable, the books in the circulating collection have been used more often, as they usually will contain more recent and fuller information. This is true especially along mechanical and technological lines. The trade catalogue collection proves its value by constant use, especially by furnishing a kind of information not to be found elsewhere. During the school term, books were reserved in advance for classes taking up some particular subject. This has been done to a great extent for the Bliss Electrical School, whose students use the room in large numbers.

¶ In the course of the year two new departures were inaugurated. The first was to issue back numbers of periodicals and trade catalogues on file in the room. A simple charging record is employed. These periodicals are issued from the desk in the room and not from the general delivery desk. All but the current number of monthlies and the last two issues of weeklies may be borrowed. While the circulation has not been large, it has been sufficient to prove the desirability of the step. Nor has it interfered with the reading room use of the periodicals. It is interesting to note that the chief demand has been for shorthand and architectural periodicals, the latter for their house plans.

The other new departure has been to take pamphlet material, of some but not great value or of an ephemeral nature, classify it and prepare it for the shelves, but not to accession or catalogue it. With little labor and few records to make and later to unmake it is thus possible to put on open shelves and make available for home use a class of material always a problem.

As to recommendations for next year, they are not many. My chief recommendation is that we increase our resources along applied art lines, drawing, designing, decoration, and ornament, and make them better known. I would suggest that a future fine art department be kept definitely in mind in planning and making purchases. The collection of business books, especially shorthand, bookkeeping, and accounting, should be materially strengthened.

A statistical report is appended:

Attendance.

	Nov.	Dec.	Jan. ^a	Feb.	Mar.	Apr.	May.	June.	Total.
Week days.....	2,375	2,492	1,888	3,046	3,211	3,332	2,819	2,444	21,607
Sundays.....	254	293	112	253	327	257	292	209	1,997
Total.....	2,629	2,785	2,000	3,299	3,538	3,590	3,111	2,653	23,604

^a Library closed 13 days, including 2 Sundays.

The following tables show the increase in circulation as a result of bringing books from the stacks to open shelves. All the classes compared, except W, were wholly in the stacks November, 1906, to June, 1907. Now H, I, J, K, L, M, N, O, P, R, S, T are wholly on open shelves, W in large part, U and Z in part, and Q not at all. Of the above, H (in part), L, M (in part), R, S, T, U, and W are shelved in the useful arts room. The large increases are a striking testimony to the value of open shelves in bringing books to the attention of the public. The tables compare the circulation for November, 1907 to June, 1908 (the months that the department has been in operation) with the corresponding months of the year previous.

NOVEMBER, 1906, TO JUNE, 1907.

Class.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	Total.
H-K.....	480	491	664	629	664	569	533	436	4,436
L-Q.....	589	532	713	650	781	730	628	584	5,207
R-U.....	374	319	480	548	543	458	439	375	3,576
W.....	584	400	680	550	845	773	548	426	4,806
Z.....	300	219	319	260	328	252	233	159	2,070
Total.....	2,327	1,991	2,856	2,637	3,161	2,762	2,381	1,980	20,095

NOVEMBER, 1907, TO JUNE, 1908.

H-K.....	914	1,071	927	1,252	1,495	1,242	1,064	886	8,891
L-Q.....	894	900	819	1,123	1,269	1,173	984	514	7,586
R-U.....	773	631	527	791	1,021	811	779	730	6,063
W.....	582	500	467	681	759	642	557	457	4,645
Z.....	377	364	312	492	445	401	326	366	3,083
Total.....	3,490	3,466	3,042	4,339	4,989	4,269	3,710	2,953	30,268

SUMMARY.

	1906-7.	1907-8.	Increase.	Decrease.	Per cent.
H-K (Social sciences).....	4,436	8,891	4,455		50
L-Q (Natural sciences).....	5,207	7,586	2,379		31
R-U (Useful arts).....	3,576	6,063	2,487		41
W (Fine arts, plastic and graphic).....	4,806	4,645		161	3
Z (Book arts).....	2,070	3,083	1,013		33
Total.....	20,095	30,268	10,334 161	161	
Net increase.....			10,173		51

CHILDREN'S DEPARTMENT.

Miss Clara W. Herbert, children's librarian, reports as follows on the work of that department:

The year has been marked by the opening of the new children's room in September, the gradual assumption of all the detail work of the department, other than the care of the books to be repaired and rebound, previously cared for in large measure by the issue department; and the inauguration of the work with schools, with an assistant in charge and a small collection of books for distribution among the class rooms of the outlying schools. The work of the department with schools will be covered by the report of the assistant in charge.

The salient point brought out in the work of the year has been the very gratifying proof of the appreciation of the community of the privileges offered by the library. The large number of people in the District with intellectual tastes and small incomes find in the library a veritable "university for the people" and are eager for the advantages to be derived from its use both for themselves and for their children. This is especially true of the teachers who are untiring in their efforts to have the benefits available for their pupils, who encourage them to come to the library from long distances, two boys having walked from Randle Heights on Saturdays, or carry ten books drawn on their special cards to their class rooms. Teachers of one school are regular in thus supplying their classes, although it means carrying the ten books more than a mile uphill. A small Hebrew boy brought his mother to the library before she had been in this country thirty-six hours, and there are constant indications of the fact that the library meets a very definite need in the lives of the children, in awakening and enlarging their interests, and developing among them a use which shall result in better equipment and higher ideals as they enter into adult life.

With this demand and with the wise use of the library indicated by the constant request for more copies of the best books, the children's room feels the need of a larger book fund, although the allotment to the room has previously been generous, and a larger staff to meet the growing needs of the room. The growth of the work with the registration this year of nearly 4,000 new children, the constantly increasing reference work with teachers and pupils, the added activities of the work with schools, the detail work assumed because it could no longer be carried by the already overburdened issue department, make more assistants necessary if we are to give the children the personal direction they need, help the older boys and girls at the critical time of their transition from juvenile to adult reading, take advantage of the opportunities offered by the schools to talk to the children about books and the best use of the library, and to read the many new books offered each year by the publishers, of which only a few are suitable for use.

The equipment of the new children's room is very satisfactory and the effect most pleasing for a basement room. The new pictures, brought from abroad, add much to its homelike appearance. Better lighting for the shelves and tables and a new entrance which would do away with the long, dark corridor now in use are much needed.

Advantage has been taken of the books too soiled for circulation in the children's room, but otherwise in good condition, to send them to two playgrounds and two distant schools. In the case of the former, the library prepared the books and assisted in starting their use, and then turned them over to volunteer workers for weekly distribution. Withdrawn books have been sent as in former years to the juvenile court, boys and girls, reform schools, working boys' home, and similar institutions.

The children's librarian has been privileged to attend the American Library Association conference at Lake Minnetonka, and has visited libraries and playgrounds in

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NEW CHILDREN'S ROOM, BASEMENT FLOOR.

Minneapolis, Chicago, Cleveland, and Pittsburg, gaining many suggestions for more effective work.

Following are the statistics for the year:

Circulation, by months and classes, from July 1, 1907, to June 30, 1908.

	1907.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Philosophy and religion.....	83	52	67	106	129	117
Biography.....	159	174	186	340	459	327
History and travel.....	578	482	455	865	1,414	1,218
Social science.....	36	38	25	45	72	68
Natural science.....	217	173	171	262	361	271
Useful arts.....	128	113	118	148	185	142
Recreations and fine arts.....	191	203	190	203	290	196
Literature.....	558	480	522	642	960	947
Periodicals.....	113	93	95	121	149	134
Fiction.....	4,781	4,123	3,950	4,315	5,704	4,778
Total.....	6,844	5,931	5,779	7,047	9,733	8,198
Average daily circulation.....	263	220	231	261	374	328

	1908.							
	Jan.	Feb.	Mar.	Apr.	May.	June.	Total.	Per cent.
Philosophy and religion.....	83	150	224	154	146	123	1,434	1.46
Biography.....	258	517	713	556	423	372	4,484	4.56
History and travel.....	897	1,498	2,067	1,625	1,330	985	13,414	13.65
Social science.....	57	78	98	74	100	52	743	.76
Natural science.....	208	206	421	342	276	197	3,165	3.22
Useful arts.....	109	187	261	191	170	152	1,914	1.96
Recreations and fine arts.....	129	243	276	259	200	222	2,602	2.65
Literature.....	566	1,010	1,194	954	932	806	9,561	9.73
Periodicals.....	90	152	160	135	125	130	1,578	1.56
Fiction.....	3,194	5,403	6,774	5,835	5,237	5,294	59,388	60.46
Total.....	5,591	9,504	12,178	10,156	8,039	8,333	98,233	100.00
Average daily circulation.....	329	380	468	291	344	321

School duplicate circulation.....	5,658
Virginia avenue playground circulation:	
Fiction.....	290
Nonfiction.....	171
Children's room circulation.....	98,233
Total juvenile circulation.....	104,052
Total juvenile registration.....	3,844

WORK WITH THE SCHOOLS.

Miss Georgette Ross, who was in charge of the work with the schools, reports as follows:

The ambition to effect a closer connection between the library and the schools of the District resulted in the appointment, July, 1907, of a library assistant, who was to have as her special charge the school visiting and the supervision of the school duplicate collection. This collection consists of 592 volumes of carefully selected juvenile literature to be sent out in sets of 25 volumes for circulation among the pupils of outlying schools. One copy of each book is kept as reference in the children's room, forming a small model library (210 volumes) of juvenile literature. The books (to be kept for three months at a time) have been in constant circulation, and 40 unfilled applications and a file of grateful letters from teachers and pupils testify to the use of the collection and to the need of its increase.

The school visiting, done from October to February by Miss Ross and from February to June by Miss Herbert and Miss Ross, has resulted in 411 visits to 86 schools. During

these visits (to the fourth, sixth, seventh, and eighth grades), which have been in the nature of brief informal talks, the children have been informed, many for the first time, that: (1) There is a Public Library in Washington, and who gave the building to the city; (2) its location and hours of opening; (3) how to join; and (4) the joy of reading.

The teachers are told of (1) the 10-book teacher's card and (2) the picture collection.

More than 1,200 registrations have resulted from these visits and a cordial relation established between the library and teachers to which no record of statistics could do justice. A knowledge of the child and its needs is gained from these school visits, a knowledge which has proved invaluable to the library assistant.

Lists were made out with special reference to each grade (fourth to eighth) and on visits were left with the teacher for consultation by her pupils. Special lists on electricity and poetry were compiled in the spring and distributed among the schools.

An attempt was made to influence the children who are leaving school before attending the high school by sending letters on June 1 to the fifth, sixth, seventh, and eighth grades, urging the pupils to avail themselves of the opportunity the library offers in providing them with a means for continuing their education.

The following are evidences of the appreciation of the library's efforts to assist schools:

1. Increased use of the telephone by teachers asking that 10 books be selected on a certain subject.

2. Letters and verbal expressions from teachers who have received collections, of the usefulness of the books, and genuine disappointment evinced by teachers who came too late to receive books.

3. A request from Mr. Stuart, superintendent of schools, that a representative from the library address a meeting of the supervisors and eighth-grade teachers. This invitation was accepted (October 22) by Mr. Bowerman, Miss Herbert, and Miss Ross. Mr. Bowerman, after a few introductory remarks, introduced Miss Ross, who briefly outlined the library's hopes for the ensuing year.

4. An invitation from Miss Parkman to address the normal school students on "The right kind of children's literature." Miss Herbert accepted this invitation on November 5.

5. Visits to the children's room by the following: Doctor Chancellor, during his term as superintendent of schools; Mr. Stuart, superintendent of schools; Miss E. V. Brown, director of primary work; Miss A. M. Goding, principal of the normal school, and Miss Parkman, instructor of English at the normal school.

6. In May, Miss Hendley, principal of the Seaton School, and Miss Davis, principal of the Emery School, called at the library to confer with Mr. Bowerman, Miss Herbert, and Miss Ross on the preparation of a list of suggested summer reading for pupils of the eighth grade. Such a list was published by the board of education, stating that the books listed would be available at the Public Library. These lists were distributed from the schools and the library. Less ambitious lists were also prepared by Miss Davis and Miss Hendley and distributed to the fourth, fifth, sixth, and seventh grades.

7. Increased use of the library by teachers from private and parochial schools. The supervisors and principals of the buildings and the teachers visited have not only offered the library visitors a most cordial welcome on their rounds, but have assured them how gratefully received were the many evidences of the effort to make the library a vital force in the educational system of the District of Columbia.

At the suggestion of Miss Brown, superintendent of primary instruction, 80 books were ordered for use by the primary grades (first to fourth), and are kept in the children's room, as the nucleus of a reference collection.

A pleasant close to the year's activity in connection with the schools was a meeting held between school and library officials at the public library, May 28. Superintendent Stuart, unable to be present, sent his regrets by way of letters. Among the school representatives were the vice-president of the board of trustees, four supervising principals, the supervisor of primary instruction, the librarians of three school libraries, and several grade teachers. A brief résumé of the year's work was presented and the opening meeting, in which suggestions were offered, was closed by the appointment by Mr. Stuart of a library committee composed of school officials, who in the future would confer with the librarian in matters of mutual interest.

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EXHIBITION ROOM, SECOND FLOOR.

SUGGESTIONS FOR CARRYING ON THE WORK ANOTHER YEAR.

1. The one in charge of the school work (school visiting, school duplicate collection, picture collection, etc.) to have no other duties and no night work.
2. The school duplicate and picture collection to be placed in the west study, second floor, and telephone connection established therewith, and the assistant in charge to be there when not school visiting.
3. Parochial, private, and high schools to be included in the visiting.
4. Carefully prepared book talks, e. g., brief sketches of the life and work of Dickens, Irving, Scott, etc., to be given to the school children. With the exception of the fourth grade, it will not be necessary next year to devote so much time to "advertising the library," so that school talks should possess literary value.
5. Carefully compiled lists made with reference to the various courses of study (this wish has been frequently voiced by teachers during the past year) and bibliographies of reference books prepared on assigned topics.
6. A list of especial helps to teachers, to appear in the educational bulletin.
7. A conference in September or October between the library officers and the library committee appointed from the schools to outline the work for the year.

PICTURE COLLECTION.

Miss Frances Moore is in charge of the picture collection and arranges the various exhibitions. The following extracts have been selected from her report:

During the year the picture collection has passed the experimental stage. It now covers a multitude of subjects and is used by teachers, illustrators, study clubs, Sunday schools, mission classes, and newspapers. The principal patrons of it are public-school teachers. Seventy out of 87 white schools of the District have taken out pictures.

The pictures have been collected from worn-out books, old magazines, advertisements, railway folders, and from such gifts as are valuable only for the illustrations. Several purchases have been made during the year. While in Paris, Mr. Bowerman selected about four hundred platinotypes of great paintings and nearly two hundred post-card reproductions of famous pictures. Two thousand Bureau of University Travel pictures and 240 Tissot Bible illustrations have proved very useful.

The clipped pictures are kept in envelopes in vertical filing cabinets and are mounted to meet demands. The mounts are of thin gray cardboard cut to a uniform size (9½ by 10½ inches). Whenever possible, two or more pictures are placed on the same mount in order to save space. The subject headings used are eight in number. Fine arts include copies of the works of the masters as well as of modern painters and illustrators. They are arranged according to school of painting. Portraits cover all biographical material, with such subheadings as authors, actors, and musicians. The other headings are history and United States history, geography, United States geography, animals, and miscellaneous.

The pictures already mounted include about 5,000 on fine arts, 3,000 on geography, 1,100 on United States geography, 700 on history, 600 portraits, 300 on birds, and 2,000 miscellaneous. The unmounted pictures are numerous, but as yet uncounted. For example, there are at least 500 on Colorado and nearly 500 on forestry and irrigation.

The charging system is very simple. Small printed slips with blank spaces for the name of the borrower, date for return, number, and class of pictures issued are used. One slip goes out with the pictures and a carbon duplicate is filed under date for return. When the pictures are returned both slips are destroyed. There are no fines and in the majority of cases the pictures are returned promptly. It has been found necessary to keep an order book so that no request will be overlooked. About 20 mounts are issued at one time and may be kept seven days. This rule is exceedingly elastic, however, as the purpose of the collection is to be as useful as possible and to grant special privileges to meet special needs.

There is work enough to need the entire time and attention of the assistant in charge. The surprising demand for pictures and the fact that this year's circulation is ten times that of last year proves that the picture collection is filling a definite need.

DEPOSIT STATIONS.

At some time during the year 8 deposit stations have been in operation. The salient facts concerning the work of each are best shown by the following table and by the extracts from the reports of the volunteer librarians which follow it:

Circulation of deposit stations.

Stations.	Adult.		Juvenile.		Total.		Gain.	Loss.	Hours open.
	1906-7	1907-8	1906-7	1907-8	1906-7	1907-8			
Neighborhood House.....	877	927	910	1,430	1,787	2,357	570	100½
Georgetown Station.....	858	861	1,403	1,585	2,261	2,446	185	61½
Social Settlement.....	403	344	2,018	1,884	2,421	2,228	193	154
Rocheport House.....	19	98	525	615	544	713	169	103
Noel House (open 7 months).....	1,055	874	4,253	2,256	5,308	3,170	1,792	170½
Rosedale Station.....	469	463	1,793	1,412	2,262	1,875	387	183
Recreation Center No. 1.....	404	2,274	1,382	3,508	1,786	5,782	3,996	283
Y. M. C. A. (open 9 months).....	4,009	4,009	1,659
Total.....	4,085	9,850	12,284	12,730	16,369	22,580	6,211	580

NEIGHBORHOOD HOUSE STATION.

Miss Emily Spilman, of the Superintendent of Documents Office, reports as follows on the Neighborhood House station, of which she is volunteer librarian:

The increase in circulation is encouraging, as we have had no special stimulation in the way of new books, and the station is open only twice each week, for one and one-half hours each day of opening. The registration numbered 141.

An attractive lot of new books was provided by the Public Library, but it was deemed advisable to keep them packed until we had the shelves safeguarded in some way, as during the summer and early fall there are no residents at the clubhouse. The librarian was unwilling to assume responsibility for the safety of books left on open shelves, when her period of supervision is only three hours a week.

After a conference with the residents in charge, they agreed to have the necessary work done, but it was not finished at the close of the fiscal year, so the new books remained packed.

We have transferred more readers to the main library than in any previous year. This shows that some at least of our "scattered seed has fallen in fertile soil."

The picture books prove a great source of attraction. The attendance in the reading room has been very large, the room being usually crowded, so crowded that all available floor space is used by the readers when the supply of chairs becomes exhausted. More than one person is needed to do the work and keep order in the room. This extra assistance has been provided by Miss Stalnacker, Mrs. Quintrelle (formerly of the Cleveland Public Library), and Mr. C. A. Flagg, of the Library of Congress.

NOEL HOUSE STATION.

Miss M. Ethel Bubb, of the central library staff, reports as follows on the Noel House station, of which she was volunteer librarian at the time it was closed:

During the past fiscal year the deposit station at Noel House was open six and one-half months, dating from July to January 17, when it was permanently closed. During that period the registration was 41.

The hours of opening were at first the same as the previous year, Monday 6 to 8 p. m., Saturday 2 to 5 p. m., but after October 1 the Saturday hours were changed to 3 to 5 p. m., making the library open at first five and then four hours a week. On August 17 Miss Buvnitsky, librarian, resigned, having accepted an out-of-town position. From that time Miss Bubb took charge of the work.

Those interested in the station the past year have worked in the midst of difficulty and uncertainty, but in spite of this there was a material proportionate gain in the

circulation, which under normal circumstances would have been very large. The difficulty in procuring necessary assistance was a great problem. The station had for a year past outgrown the time when it could be handled with any degree of accuracy or satisfaction by untrained assistants. Organized and responsible, dependable work had become necessary to efficient handling. The volunteer librarian could rely upon only one assistant, Miss Edith Endicott, for regular services. Thanks are also due to Miss Ethel Leupp, who came to the rescue and prevented the closing of the library Saturday afternoons. By just this means of accepting gladly all proffered assistance, trained or not, the routine work of the station was carried on. No attempt was made to extend the work; in fact things could hardly have been held together had not Noel House, the social settlement, been practically closed during the year, thus disposing of those children primarily attracted by the house. The deposit station at Noel House was closed after January 17, the ostensible reason being the removal of the settlement, but the fact that no attempt was made to continue in existence this, the largest and most promising of the deposit stations, was due entirely to lack of assistants to carry on the work. The truth of the matter is that a station of the size and possibilities of the Noel House station has outgrown voluntary as well as untrained assistants.

But some library is needed, and needed badly, by the community; the children first attracted to reading through the station have not lost interest now, but trudge all the way to the Public Library, a walk of a good two miles each way, through a most unattractive section. This is true of most of the borrowers who are old enough to go so far. Of course the ideal response to the need of the community would be to open a branch library. Time and experience seem to have proved the need of a library in the northeast section of the city and the uselessness of trying to rise to the occasion with voluntary untrained assistants.

ROCHEFORT HOUSE STATION.

This station has suffered much during the year from frequent changes in the personnel of those who have conducted it. Miss Sarah Ambler, librarian of the Superintendent of Documents library, who had been volunteer librarian of the station since its establishment, was obliged to withdraw early in the year. Among the other volunteers who helped to conduct it were Misses Atwood and Colcord, of the Department of Agriculture library, Miss Clara H. Burroughs, chairman of the settlement's library committee, Mr. R. M. Brown, librarian of the Coast and Geodetic Survey, and Messrs. W. O. Waters and W. D. Goddard, of the Library of Congress. The following is extracted from Mr. Goddard's report:

I have been incumbent of the library station at Rochefort House only since April 1. During the fall and winter Mr. Ralph Brown as librarian with assistants kept open the two rooms mentioned in last year's report, and even had three open evenings a week—Monday, Tuesday, and Thursday, 7.30 to 9 p. m. In February the experiment was tried of removing the library upstairs so that the reading room might be more secluded; but the lighting was poor, very few cared to read at the station anyway, and with only one person in charge it was impossible to maintain order and quiet among the dozen or twenty boys who congregated in the reading room without any definite purpose. Accordingly, in April, the library was restored to its original location downstairs, and no attempt was made to reserve a second room for readers. Meanwhile, two assistants had ceased to come on account of sickness, and the library was thenceforward kept open on Monday evenings only. The circulation continued to be upward of 25 volumes an evening till toward the close of the season in June.

It is obvious that the volunteer work at library stations would be benefited by a larger number of volunteers; and the query arises, Would it not be possible to coordinate the work with that of the churches of the city so as to be helpful to both? We feel the need, for example, of messenger boys to collect overdue books; meanwhile many a Sunday school teacher would be glad to refer his boys to something at which they could spend one hour a week (on Saturdays or out of school) in the practical exercise of the spirit of helpfulness. A little systematic canvassing would undoubtedly secure an adequate list of volunteer messengers.

If a larger number of persons were in attendance each evening the strain on each one would be less; and greater facility in securing an occasional vacation would retain many in the service who now feel obliged to resign because their work, single handed, is too confining.

GEORGETOWN STATION.

Miss Mary D. Wightman, of the Library of Congress, volunteer librarian, reports as follows on her Georgetown station:

Early in the year our collection of books was supplemented by 200 new ones, bringing the number of books up to about 700. This gave us a good start and our circulation increased considerably.

We also posted on our bulletin board lists calculated to interest our readers of various ages. These have been of great use, the one of fiction for men has been constantly consulted, a number of young men systematically reading every book mentioned.

In the fall several teachers from near-by schools visited us and have since taken an interest in having the children come.

During the hot weather the circulation falls to a very low figure, and many cards are left with us to keep "until it gets cool enough to read."

In April Miss Sellers, who has given so much time and thought to the work of the Georgetown station, was obliged to withdraw. Miss Alice Lerch, of the Library of Congress, has kindly taken her place.

COLORED SOCIAL SETTLEMENT STATION.

The Colored Social Settlement station is in charge of Mr. Thomas Hungerford, one of the janitors of the central library. He is a very efficient volunteer librarian. The head resident of this settlement writes as follows:

The library is in a flourishing condition. In the busy season some 65 children receive books weekly. We are very grateful for the branch library in our settlement.

ROSEDALE STATION.

Miss Katharine M. Johnson, of the central library staff, reports as follows on the Rosedale station, of which she is the volunteer librarian:

Rosedale station has reached the goal of its second annual report by quiet and pleasant paths. The slight confusion incident to the opening of a new station has changed to a knowledge of and respect for its few and simple rules. The work has grown more and more pleasant as the children have come to know the library and the librarian to know the children.

On an average the station has been opened three hours a week during the year. Miss Brower, of the central library staff assisted in the once-a-week opening of the summer, and for the rest of the year the workers of Rosedale Mission settlement, Miss Worthington and Miss Runyan gave needed help. This year library hours preceded or followed various meetings of the mission, adult and juvenile, with benefit to the circulation and general library interest. A regular Thursday evening period of an hour has been added to the Saturday afternoon opening, and during the winter books were exchanged in the sessions of boys' and girls' clubs.

There has been a gratifying increase in the adult circulation, and the character of the books in favor is a source of real pleasure. Some of Henry Van Dyke's stories, added a short time ago, are proving general favorites, and indeed almost all of the hundred new books just shelved have met with real appreciation. The proportion of nonfiction books circulated continues fair. Many of the boy readers fairly revel in history and biography. One of the fifth-grade teachers has used her teacher's card for some months at the station, finding the selection both adequate and convenient. The visits of the school librarians also noticeably directed the taste of the children and sent us new applicants for library privileges.

We have continued to be stringent in the collection of fines, believing that we have been helped in general efficiency.

Our shelving room is still inadequate, over 500 books being confined in one small bookcase in the hallway of the mission, but we expect to remedy this later.

Rosedale Station is the only library in this community. Only the fringes of the neighborhood need have been touched as yet. It is an excellent field for larger work, and this we hope to do in the future.

RECREATION CENTER NO. 1.

Miss Margaret J. Elgin, of the central library staff, is employed by the Washington Playgrounds Association as librarian of the Recreation Center Station in the Western High School. She reports as follows:

During the year Recreation Center No. 1 has been opened every Tuesday and Thursday evenings from 7 to 8.30 o'clock, and every Saturday afternoon from 4 to 6 o'clock. The library is located in the large, pleasant library of the Western High School.

The number of new registrations during the year was 136. The registration of adults has increased, and a number of adults and children who have registered at the main library borrow books from Recreation Center. The first impression was that only children could take books from the station, but that idea was not a lasting one, and it is becoming generally known that the station is also for adults.

The supply of books is by no means large enough to supply the wants of the borrowers. The library was opened April 11, 1907, with about 210 books; later about 125 new books were added. During the year just closing about 200 new books were bought for the station by the main library and 95 were given by the Boys' Club. A number of books was loaned by the central library to help meet the demand until more books could be given to the station. At present there is a decided lack of books in proportion to the demand on the part of children of all ages and grades. There is a great demand for books for the little children; college stories for the girls; stories of adventure and detective stories for the men and boys, and especially adult fiction. During the winter there was a great demand for biography, travel, history, and games on the part of adults and older boys and girls. Books on machinery and inventions are in constant demand by boys. The fiction called for is in almost all cases good fiction.

During the school term there was quite a demand on the part of the teachers for the 10-book privilege. As far as was possible this privilege was granted, and those in charge tried to aid the teachers by borrowing such books as it was possible to borrow for one month from the main library and circulating them at Recreation Center.

The late and best popular fiction is supplied in this way to some extent, in order to satisfy the demands of the patrons until more books can be obtained at the station.

The high-school reference books may be used by readers during the library hours for reference work.

Earlier in the year Mrs. Giles Rafter was in charge of the station, with Mr. Broderick Rafter and Miss Elgin as assistants. Later, Mrs. Rafter and her son withdrew and Miss Ramsburg, of the central library staff, was employed to assist Miss Elgin.

Y. M. C. A. STATION.

Mr. Ralph McN. Dunbar, formerly of the central library staff, is employed by the Y. M. C. A. as librarian of the library station. He reports as follows on the nine months' work of that station:

Under the auspices of the department of education in the Washington Young Men's Christian Association, the Y. M. C. A. Station of the Public Library was opened October 1, 1907, with about 700 volumes. The branch is located prominently in the east alcove of the beautiful lobby in the association building and has, besides a reading room, a stack room in the rear capable of containing two thousand or more volumes. For the want of shelves, most of the books have to be kept in the stack room, thus placing no little handicap on the service. Shelves for the front have been assured and with their addition the facilities and attractiveness of the library will be greatly increased. So far the station has been opened every week day, making in all an aggregate of forty-two hours per week.

During the first nine months of its existence, over 400 persons have taken advantage of this station. Among the number, the residents living in the immediate vicinity of the Young Men's Christian Association form a goodly proportion. The bulk of the readers are men, there being no provision for juvenile books.

The demand here comprises every class in the library's catalogue—standard works, late fiction, philosophy, history, and science—all have a good call. Much difficulty is experienced in meeting these demands, as the library is lacking in several of these classes, and what it has on its list the readers have already read. In order partly to meet this demand a messenger service was established for the delivery of books from the main library. With the cooperation of the main library this feature proved very successful and met with evident approval of patrons, over 500 books being ordered in six months.

LECTURE-HALL AND STUDY-ROOM USE.

The following is a record in detail of organizations holding public meetings in the library's lecture hall, the speakers, their subjects, and the attendance, so far as it was kept:

Date.	Organization.	Lecturer.	Subject.	Attendance.
1907.				
Oct. 7	Washington Esperanto Society.	Charles W. Stewart.....		86
Oct. 11	Association of American Government Accountants.	Prof. Henry C. Adams.	Government supervision of railway accounts.	69
Oct. 22do.....	L. H. Mattingly.....	Advertising and statutory contracts.	92
Oct. 23	District of Columbia Library Association.	G. F. Bowerman.....	System of municipal popular libraries of Paris.	90
Nov. 5	Washington Society of Engineers.do.....	Engineering and other technological books in the Public Library.	78
Nov. 12	Association of American Government Accountants.	W. W. Scott.....	Suits for recovery of balances.	40
Nov. 20	District of Columbia Library Association.	W. D. Horgan.....	Library of the Naval Observatory.	40
		C. P. P. Vitz.....	American branch library systems.	
Nov. 26	Association of American Government Accountants.	J. F. Kilgore.....	Fee system of compensating public officers.	80
Nov. 30	District of Columbia Federation of Women's Clubs.			70
Dec. 10	Association of American Government Accountants.	L. O. Robbins.....	Travel expense accounts.	66
Dec. 11	Association of Oldest Inhabitants.	Joseph I. Keefer.....	George Washington.	285
Dec. 17	Association of American Government Accountants.	R. L. Golze.....	Assignment of claims against the United States.	42
Dec. 18	District of Columbia Library Association.			88
1908.				
Jan. 27	Association of American Government Accountants.	E. Dana Durand.....	Publicity of public accounts.	55
Feb. 11	National Society of the Fine Arts.	Miss Florence N. Levy.	Rembrandt.	261
Feb. 12	District of Columbia Library Association (children's room).	J. C. M. Hanson.....	Reminiscences and impressions of the Glasgow conference of September, 1907.	96
Feb. 13	Association of American Government Accountants.	S. W. Stratton.....	Purchase of department supplies.	48
Feb. 20	High School Teachers' Association. ^a	Gifford Pinchot.....	Forestry.	68
Feb. 21	Housekeepers' Alliance ^a			41
Feb. 24	Society for Scientific Study of Education.		Relation of superintendents and principals to training and professional improvement of their teachers.	209
Feb. 25	National Society of the Fine Arts.	Miss Lella Mechlin....	Outdoor art.	245
Feb. 26	Society for Scientific Study of Education. ^a			63
Feb. 27	Association of American Government Accountants.	V. G. Croissant.....	Mechanics of construction cost keeping.	58
Mar. 4	Washington Esperanto Society.	Edmond Privat.....		98
Mar. 9	California State Association..	Hon. J. R. Knowland.	Historic landmarks of California.	511
Mar. 10	National Society of the Fine Arts.	Mrs. Wm. H. Holmes.	Domestic art.	259
Mar. 12	Association of American Government Accountants.	Le Grand Powers.....	Depreciation.	48
Mar. 18	District of Columbia Library Association.	James McCormick.....	Map making and map values in the United States.	64
Mar. 24	National Society of the Fine Arts.	Prof. Percy Ash.....	Italian renaissance architecture.	206
Apr. 8	District of Columbia Library Association.	Dr. Bernard C. Steiner.	Some relations of the library and the Federal Government.	120
Apr. 9	High School Teachers' Association. ^a			38
Apr. 14	Association of American Government Accountants.	N. J. O'Reilly.....	Routine of obtaining advances from and making advances into the United States Treasury.	61
Apr. 17	Society of the Oregon Country.	C. J. Blanchard.....	Government works in the Western States.	99

^a Afternoon.

Date.	Organization.	Lecturer.	Subject.	Attendance.
1908.				
Apr. 28	Association of American Government Accountants.	A. L. Lawshe.....	Best method of treating government paper.	41
May 12	do.	W. L. Soleau.....	The disbursing office.....	41
May 13	High School Teachers' Association. ^a			60
May 13	German Language League...	Prof. A. Werner-Spanhoofd.	Aims of the league.....	78
May 19	Housekeepers' Alliance ^a .			50
May 26	Association of American Government Accountants.	N. E. Webster, jr.....	Presidential address.....	35
June 5	Philip F. Gerry Memorial Association.			208
June 12	German Language League...			112

^a Afternoon.

STUDY ROOM USE.

The following is a list of the organizations meeting in the study room, including the number of meetings held:

Braille Esperanto Society.....	1
Civic Center Council.....	6
Conference between teachers and librarians.....	1
District of Columbia Federation of Women's Clubs.....	6
Kapatolo Esperanto Klubo.....	6
League of American Pen Women.....	7
Legion of Loyal Women.....	7
Philip F. Gerry Memorial Association.....	1
Twentieth Century Club, History Section.....	13
Women's National Press Association.....	7
Total.....	55

ORDER DEPARTMENT.

Miss Mary S. Sellers, chief of the order department, reports as follows:

The number of volumes added was 15,806. These represent 10,266 volumes purchased, 5,289 volumes of gifts, and 251 serials bound.

The congressional appropriation this year was \$7,500. In addition to this, \$2,561.22 from the desk fund and \$4.50 from the Woman's Anthropological Society fund were expended, making a total of \$10,065.90.

Out of 388 titles of fiction received on approval and examined, 211 were accepted and 177 rejected.

The duplicate collection was increased by 599 volumes at an expense of \$646.60.

The total number of books withdrawn was 5,549. This meant the handling of 7,390 cards taken from the two catalogues and shelf list.

Patrons have taken advantage more than ever this year of the privilege of having books bought that were either new or "always out" for 244 new titles were added by recommendation and 291 were duplicated by request.

More than \$600 was spent on fiction during March, the titles being checked up from Library Journal in February.

Since the scheme of "special library binding" commenced, we have bought 171 volumes in all, and with few exceptions they have proved most satisfactory.

The books for the Christmas exhibition were loaned by the publishers through a local dealer.

In June it was found that too many volumes were being mutilated by having the pictures torn out, and it was thought best to have the assistant in charge of the accessioning become responsible for the perforation of all attractive pictures in nonfiction, not including, generally, books of reference. Occasionally fiction is included. At the same time the heavy embossing stamp and the stamp bearing the name of the library and date were done away with and the perforating stamp alone substituted. As has been shown in various instances in books stolen and afterwards returned to the

library, the embossing stamp may be easily ironed out. The perforation can never be removed and serves just as well as a means of identification.

The following table gives the amount of money spent on various classes. These statistics have been kept by the catalogue department, but hereafter will be kept by the order department. The discrepancies between the foregoing figures of the accessions, made up by the order department, and the figures in the following table, made up in the catalogue department, are to be accounted for by the fact that some books accessioned in 1906-7 were not catalogued until 1907-8, and also by the fact that some books counted as purchases by the order department were not so classed in the catalogue department. It is expected that next year these discrepancies will be eliminated.

Class.	Not purchased.	Purchased.	Total.	Cost.
A (General works).....	1,052	249	1,301	\$220.38
B-BQZ (Philosophy).....	61	75	136	77.94
BR-BZ (Religion).....	64	82	146	51.78
C (Christianity).....	76	96	172	86.35
D (Ecclesiastical history).....	79	41	120	58.72
E (Biography).....	367	601	968	585.22
F (History).....	422	553	975	594.84
G (Geography).....	495	977	1,472	825.93
H-K (Social sciences).....	840	329	1,169	439.69
L-Q (Natural sciences).....	402	388	790	605.43
R-U (Useful arts).....	320	593	913	936.82
V-VUY (Games, sports, and theater).....	28	94	122	100.83
VV-W (Music and fine arts, plastic and graphic).....	189	274	463	452.43
X (Language).....	68	113	181	67.96
Y (Literature).....	518	957	1,475	899.11
Z (Book arts).....	230	150	380	179.69
Fiction.....	833	4,370	5,203	3,882.80
Total.....	6,044	9,942	15,986	10,065.73

Institutions receiving discarded material.

	Books.	Magazines
Columbia Hospital for Women.....	71
Emergency Hospital.....	72
Fire Department.....	235
Florence Crittenton Hope and Help Mission.....	71
Freedmen's Hospital.....	199
George Washington University Hospital.....	262
Georgetown University Hospital.....	89
German Orphan Asylum.....	284
Industrial Home School.....	215
Industrial Home School for Colored Children.....	138
Juvenile Court.....	125
Marine Barracks.....	70	20
Municipal Lodging House.....	251	708
National Association for Relief of Destitute Colored Women and Children.....	208
Neighborhood House.....	225
Reform School for Boys.....	26
Reform School for Girls.....	240
Rocheport House.....	189
Salvation Army (no record kept).....	122
Washington Asylum.....
Washington Home for Incurables.....
Working Boys' Home and Children's Aid Association.....	3,174	729

Magazines not recorded have also been sent to institutions in addition to books.

CATALOGUE DEPARTMENT.

Miss Julia H. Laskey, head cataloguer, reports as follows on the work of her department:

The number of volumes classified and catalogued during the year was 15,162. Of this number 3,973 were new titles, 8,342 duplicates, 158 replacements, and 1,804 added volumes of periodicals, annuals, and incomplete sets. There were 16,496 volumes shelf listed, including 1,334 school duplicates which were not catalogued.

The figures submitted as new titles do not in the least represent the actual cataloguing done. One title very frequently stands for a work in many volumes, each one to be analyzed separately. The 28 volumes of the Columbia University Studies in history, economics, and public law are entered in our statistics as one new title, but about 400 entries were necessary to analyze the subject-matter contained in the set. The 89 volumes of the International Library of Technology required 430 entries in order to make the valuable material in each volume available. All this work is done after the book has been classified as a whole. Under the head of "duplicates" come not only those books which are exactly similar to others already in the library, but also those which differ in edition. The cataloguing of these latter often requires almost as much time and care as a new book. They must be looked up in the catalogue for class, shelf listed, both official and public catalogue cards withdrawn, added entry made, noting where they differ from the first copy, and cards refilled. The same work must be done with all added volumes of annuals and periodicals, entailing much careful and minute examination of books and cards. The following table gives by months the record of volumes shelf listed and catalogued and the number of cards added to the official catalogue:

	1907.					
	July.	Aug.	Sept.	Oct.	Nov.	Dec.
Volumes shelf listed.....	1,290	97	1,643	1,295	1,245	1,262
Volumes catalogued.....	997	427	337	982	1,356	684
New titles.....	541	135	33	407	413	228
Cards written, official catalogue.....	1,679	547	104	1,243	1,242	898

	1908.						Total.
	Jan.	Feb.	Mar.	Apr.	May.	June.	
Volumes shelf listed.....	1,639	2,065	1,273	1,353	882	2,452	16,496
Volumes catalogued.....	1,096	2,363	1,862	2,495	1,236	1,327	15,162
New titles.....	331	394	461	378	312	340	3,973
Cards written, official catalogue.....	1,128	1,432	1,543	1,325	1,000	1,232	13,373

There were 40,714 cards sent by the Library of Congress. These were filed in the depository catalogue. There were 26,746 cards written and filed in the official and public catalogues. In addition, all the bulletin slips have been arranged by classes (to be used later as material for a printed catalogue). This work of alphabetizing and filing in four different catalogues, keeping them up to date, changing headings, and making additions is one of the most time-consuming and arduous duties of the department and accentuates the increasing need for more trained assistants.

The cooperative cataloguing with the Library of Congress still continues, copy for 230 entries having been furnished during the year. This has also meant much search and bibliographical work besides the necessary proof reading.

A gradual revision of the classification and subject work was planned in the beginning of the year, as it was decided to use Cutter's seventh expansive classification wherever practicable, and the opening of the new useful arts department in November demonstrated the necessity of making a beginning along those lines. About 600 books in the technical arts and other classes have been reclassified, besides a large number recatalogued and much of the subject work revised and brought up to date. This necessarily entailed a great amount of work other than the reclassifying, but the results have justified the expenditure of time.

During the early spring, the scheme for getting together the floating bibliographical material in the library and making it available was started and has proved highly useful. The lists were classified, a subject-reference card made to take the place of elaborate cataloguing, and the searcher referred directly to the department where the material is kept.

In last year's report the details were given of the "process slip" plan, which was to be, among other things, "a record of the number and cost of all books in each class acquired by the library during the year." For reasons of domestic economy all the statistical work has been done in the catalogue department, though falling more logically in the order department, where it now appears (p. 50).

INVENTORY STATISTICS, 1908.

Before beginning the 1908 inventory on May 1, all books reported missing for the two years 1906 and 1907 were withdrawn from the shelf list, and entered as "lost" in the records. Of these 1 volume in class G and 16 volumes of fiction were found in 1908, reshelved, and recatalogued. The systematic thoroughness of last year's inventory has borne fruit. A comparatively small number of the books this year have needed corrections, whereas the contrary has been the case heretofore.

Books missing (central library) in 1908 (including those also missing in 1907): A, 1; B, 18; C, 2; D, 1; E, 25; F, 55; G, 64; H, 11; I, 19; J, 12; K, 14; L, 26; M, 3; N, 2; O, 1; P, 3; Q, 16; R, 50; S, 19; T, 5; U, 4; V, 50; W, 12; X, 10; Y, 96; Z, 34; total adult nonfiction, 553; reference books, 52; adult fiction, 1,062; juvenile nonfiction, 368; juvenile fiction, 366; grand total, 2,401.

Books missing (central library) in 1907 and again in 1908: A, 1; B, 3; C, 0; D, 0; E, 10; F, 21; G, 25; H, 1; I, 3; J, 0; K, 0; L, 5; M, 0; N, 0; O, 0; P, 1; Q, 7; R, 19; S, 3; T, 2; U, 1; V, 12; W, 2; X, 6; Y, 35; Z, 4; total adult nonfiction, 161; reference books, 30; adult fiction, 543; juvenile nonfiction, 139; juvenile fiction, 183; grand total, 1,056.

Books missing (central library) in 1908 (excluding those also missing in 1907): A, 0; B, 15; C, 2; D, 1; E, 15; F, 34; G, 39; H, 10; I, 16; J, 12; K, 14; L, 21; M, 3; N, 2; O, 1; P, 2; Q, 9; R, 31; S, 16; T, 3; U, 3; V, 38; W, 10; X, 4; Y, 61; Z, 30; total adult nonfiction, 392; reference books, 22; adult fiction, 519; juvenile nonfiction, 229; juvenile fiction, 183; grand total, 1,345.

Books missing from central library in 1907, but found 1908: A, 5; B, 4; C, 1; D, 1; E, 7; F, 12; G, 21; H, 6; I, 15; J, 12; K, 6; L, 3; M, 6; N, 0; O, 0; P, 2; Q, 12; R, 8; S, 5; T, 0; U, 2; V, 8; W, 18; X, 7; Y, 70; Z, 34; total adult nonfiction, 265; reference books, 2; adult fiction, 559; juvenile nonfiction, 45; juvenile fiction, 74; grand total, 945.

In addition to the foregoing, the following records of books missing at the settlement stations, conducted by volunteers, is given: Rosedale, 1; Rochefort Hall, nonfiction 11; Georgetown, nonfiction 20, fiction 57, total 77; Neighborhood House, nonfiction 45, fiction 144, total 189; Social Settlement, nonfiction 37, fiction 104, total 141; Recreation Center, fiction 11; grand total 430.

The cooperation of the library with the Association of Automatic Piano Players opened up a new line of work in this department which necessitated the devising of a simple and practical scheme for the handling of the music rolls. The following will give an outline of the method adopted: A card catalogue containing author and title entries has been made. The roll number, with first letter of publishers firm, was used for a call number. No accessioning or classifying has been done. Two sets of cards have been made, one for public use and the other (author cards only) serves as a shelf list, where a record of duplicate copies, mutilation of rolls, loss, or other data can be kept. A book card is placed inside the roll box and borrowers are furnished with special music-roll cards. The library book plate is pasted on the cover of the box, the bottom of which is used as a charging slip. The roll itself is stamped with the library perforating stamp. Ten rolls may be drawn at a time, the public applying for each by its very simple call number. This method is still in the experimental stage, as the music has only been in circulation for a few months, but thus far it has proved altogether satisfactory. At present the collection consists of about 500 rolls.

Over 450 volumes in Greek and Latin have been prepared for circulation. The collection contains text-books for high-school and college use, but its main strength and interest lie in the number of Teubner texts. The German collection has also been substantially strengthened.

Advantage has been taken of the analytical cards of the Library of Congress for government publications, both federal and state, to form an index which is intended to refer special students to valuable sources of information without overloading our card catalogue. We have found it great economy of time to use the Library of Congress cards wherever possible and rarely have difficulty in adapting their form to fit our own entries.

The public catalogue is in such constant use as to call for a complete revision. Something in this direction was done this year, but, like many other contemplated improvements, it was found to be a greater undertaking than the present force could cope with.

The plan of training each assistant in the different branches of the work, as was mentioned in last year's report, has been tested with most satisfactory results. In no other way could our inadequate force have kept abreast with the broadening activities of the library which have so increased our routine work.

BINDERY DEPARTMENT.

Mr. Miltenberger N. Smull reports as follows on the bindery work, which he supervises:

The records of the last fiscal year when compared with those of past years show gains which are most encouraging and which the table given below illustrates:

	1907.		1908.	
	Volumes.	Cost.	Volumes.	Cost.
Books bound.....	5,391	\$2,588.30	6,037	\$3,071.64
Pay fiction bound.....	186	75.00	365	148.98
Total bound.....	5,577	2,663.30	6,402	3,220.62
Books repaired.....	4,697	270.98	7,476	369.00
Total expenditure.....		2,924.28		3,589.62

The \$3,500 appropriated by Congress for binding was expended thus: \$3,440.64 for binding and repairing by the binding contractor, \$9.85 for binder's tools, \$34.51 for brass type, and \$15 for Ballard's klips, the total expenditure being \$3,500.

As in former years, experiments in methods and materials have been carried on with the result that at present, books of fiction which have a steady demand are bound in half red, green, or brown cowhide with cloth sides; popular nonfiction is bound in half red or brown cowhide with cloth sides to match, while all books not having an active circulation are bound in full cloth, buckram, or art vellum. Morocco is used only on very fine books or sets of books, such as cyclopedias, handsome art books, etc. No split leathers or sheep are ever used. Besides these new experiments in binding, others have been tried, such as preparing magazines for circulation by sewing them into red rope paper cover, the magazine cover being pasted on the outside, lettering in gold the call numbers on all books requiring them, and the vaselining of leather-bound books which do not frequently leave their shelves. This last experiment shows good results, as the vaseline not only cleans the leather, but also makes it softer, more flexible, and less liable to crack, thus adding to its strength.

Much time was spent in the bringing together of all unbound periodicals, bulletins, reports, etc., and arranging them in the book stacks in alphabetical order. A card index was made of them which has since proved of great service. On account of the increase of work it was found necessary to add to the department an assistant, whose duties have multiplied until now she also is obliged to receive assistance.

APPRENTICE CLASS.

Miss Grace B. Finney reports as follows on the apprentice class of which she has general supervision:

Nine persons passed the apprentice examination in October, 1907. Eight of these presented themselves at the opening of the class in November. The ninth applicant was an out-of-town resident unable at the last minute to give up a position she was filling at the time. The six special pupils admitted May 15 for practical work with the understanding that the regular course would be pursued in the fall and one member of the staff increased the number to fifteen. Three members of the class received appointments from outside the library early in the course. Four members were offered and accepted positions in this library during the course. Two of these vacancies in the class were filled by applicants in January, one of whom through fitness shown for the work has received an appointment. Two more members have been appointed since July 1, 1908, which leaves a waiting list of five, the first since these classes have been conducted.

Practically the same methods are pursued as in previous years. All applicants conform to the working schedule of the regular staff. To widen the knowledge of library work the course requires the reading of technical literature, periodicals for current events, and assigned articles on library methods and administration. Each year the course is strengthened and modified, as the result of experience.

PERIODICALS DIVISION.

Miss Katharine K. Patten reports as follows on the current periodicals of which she has charge:

The past year shows interesting developments in the periodicals division. It was earnestly hoped that we might be able to open the separate reading room for periodicals this year, but as the extra people necessary were not available this could not be done. The magazines, as heretofore, are shelved in the reference room and the greater part of the reference work in connection with them is done there. The opening of the useful arts department, however, relieved the crowded condition of the shelves in this room, as all the technical and scientific periodicals, in all about 151 magazines, were then transferred to that room. These magazines are checked regularly in this division, and then sent on to the useful arts room. The library receives regularly 436 different periodicals. Including duplicates, 606 are currently on file. Some of the more pretentious of the trade catalogues that are regularly received are treated as magazines before being sent to the useful arts department, where they are kept on file.

The list of technical magazines has again increased this year to meet the demands of the new department. The magazines devoted to pedagogy are the same this year. There are 22 different titles in this collection. The list is so varied as to cover school affairs in almost all sections of the country. They occupy a place by themselves in the reference room, where they are accessible for teachers and students.

One hundred and thirty-two magazines go into circulation every month. Alphabetical and classified indexes have been made and have proved of great value.

The reference work in connection with the periodicals remains as interesting and varied as ever. They are the mainstay of many of our workers from the young debater who wants to know what other people have said about his subject, to the older reader who has lost a magazine article that appealed to him and wants to find it again.

Articles on Washington in periodicals have been carefully noted the past year, and also anything of interest to libraries and library workers.

The following is a list of magazines regularly received as gifts:

Technical periodicals purchased from the Henry Pastor memorial fund.

Acetylene Journal.	Everyday Housekeeping.
American Architect and Building News.	Forestry and Irrigation.
American Engineer and Railroad Journal.	Foundry.
American Machinist.	Gas Engine.
American Medicine.	Heating and Ventilating Magazine.
American Printer.	Horseless Age.
Architectural Record.	Ice and Refrigeration.
Architecture.	Industrial Magazine.
Brickbuilder.	Inland Printer.
Castings.	International Marine Engineering.
Cement Age.	Iron Age.
Cement and Engineering News.	Locomotive.
Central Station.	Metal Industry.
Chemical Engineer.	Motor Boat.
Contractor.	Municipal Engineering.
Electric Journal.	Power.
Electro-Chemical and Metallurgical Industry.	Power and Transmission.
Engineer.	Practical Engineer.
Engineering and Mining Journal.	Railway Age.
Engineering-Contracting.	Scientific American and Supplement.
Engineering Magazine.	Street Railway Journal.
Engineering News.	Telephony.
Engineering Record.	Western Electrician.
	Woodcraft.

Periodicals purchased from the Woman's Anthropological Society fund.

American Anthropologist.	Gipsy Lore.
American Antiquarian.	Journal of American Folk Lore.
American Journal of Archaeology.	Mind.
American Journal of Psychology.	Records of the Past.
Folk Lore.	

Periodicals given by the Bureau of Education.

American Industries. American Statistical Association Publications. Architects' and Builders' Magazine. Baptist Home Mission Monthly. Christian Advocate. Christian Advocate, M. E. Church South. Dental Review. Dial. Electrical World. Engineers' Society of Western Pennsylvania Proceedings.	Good Health. Harvard Law Review. Journal of Political Economy. Missionary Herald. Musical Courier. New Philosophy (Swedenborg). Phrenological Journal. Reform Advocate. Stenographer. Woodworker. Yale Review.
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Other periodicals regularly received as gifts.

Unless otherwise stated, they are given by publishers.]

Advertising. American Aeronaut. American Annals of the Deaf, Dr. A. E. Fay. American Blacksmith. American Bottler. American Clay Magazine. Amerika Esperantisto. American Federationist. American Gas Light Journal. American Institute of Architects Quarterly Bulletin, Glenn Brown. American Magazine of Aeronautics. American Marine Engineer. American Poultry Advocate. American Shoemaking. American Telephone Journal. Annals American Academy of Political and Social Science, R. H. Thayer. Architects' and Builders' Journal. Association of Collegiate Alumnae Publications, George F. Bowerman. Association Review. Billboard. Boston Ideas. Brewer's Journal. Business Builder. Canal Record, Isthmian Canal Commission. Caterer. Catholic Book News. Century Path, Miss Corbin. Chautauqua Quarterly. Christian Cynosure. Christian Register. Christian Science Journal. Christian Science Sentinel. Clothier and Furnisher. Commercial Poultry. Compressed Air. Concrete. Concrete Engineering, Charles M. Merwin. Concrete Review. Cook's American Traveller's Gazette. Congressional Record, Hon. J. H. Gallinger. Courier (Davos). Editor.	Electric Traction Weekly. Electric Trunk Line Age. Electrical World and Engineer, Washington Society of Engineers. Florence Crittenton Magazine. Georgetown College Journal. Graphite. Green Room Glimpses. Hellas. Herald of the Cross. Herald of the Golden Age. Holy Cross Magazine. Ideal Power. Illuminating Engineer. International Book Binder. Jamestown Bulletin. Journal American Medical Association, J. A. Saul. Liberia. Machinists' Monthly Journal. Marine Journal. Metal Worker. Mine and Quarry. Mining and Scientific Press, Washington Society of Engineers. Mission Bulletin. Model Magazine. Monthly Musical Record. Monthly Record of Scientific Literature. Motor Talk. Museum of Fine Arts Bulletin. National Engineer. National Hibernian. National Printer Journalist. Navy. New Church Review. New York State Department of Labor Bulletin. New Shakespeareana. North German Lloyd Bulletin. Pathfinder. Pitman's Journal. Postal Information. Postal Record. Power and Transmission. Printing Trade News. Prism. Protest. Reactions.
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Other periodicals regularly received as gifts—Continued.

Republic Magazine.	United States Consular Reports, daily and monthly, Department of Commerce and Labor.
Sabbath Recorder.	United States Diplomatic List, Department of State.
Sample Case.	United States Monthly Bulletin for the International Bureau of American Republics.
Scranton Board of Trade Journal.	United States Monthly Summary of Commerce and Finance, Department of Commerce and Labor.
Shorthand Writer.	United States Monthly Weather Review, Weather Bureau.
Simplified Spelling Board Circulars.	United States Official Patent Office Gazette.
Single Tax Review.	United States Public Documents Catalogue, Superintendent of Documents.
Smithsonian Miscellaneous Collections.	University Courier.
Southern Printer.	University of Illinois Bulletin.
Steam Shovel News.	Valve World.
Stone.	Van Norden Magazine.
Stone and Webster Public Service Journal.	Washington News Letter.
Sunset.	Water and Gas Review.
Theosophical Quarterly.	Water-proofing.
Training School (for feeble-minded children) Publication.	Weekly People.
Typographical Journal.	Woodworker and Art Metal Worker.
United States Army List and Directory, War Department.	
United States Bureau of the Census Bulletin.	
United States Bureau of Labor Bulletin.	
United States Bureau of Standards Bulletin.	
United States Crop Reporter, Department of Agriculture.	

Libraries regularly sending bulletins.

Boston Museum of Fine Arts.	Newark, N. J., Free Public Library.
Boston Public Library.	Norwich, Conn., Otis and Peck Libraries.
Brockton, Mass., Public Library.	Omaha, Nebr., Public Library.
Brooklyn, Pratt Institute Free Library.	Paterson, N. J., Free Public Library.
Brooklyn Public Library.	Peabody, Mass., Institute Library.
California State Library.	Philadelphia Free Library.
Cambridge, Mass., Public Library.	Pittsburg, Carnegie Library.
Carlisle, Pa., J. Herman Bosler Library.	Portland, Oreg., Library Association.
Cleveland Public Library.	Providence Public Library.
Denver Public Library.	Rockford, Ill., Public Library.
Grand Rapids, Mich., Public Library.	St. Joseph, Mo., Free Public Library.
Haverhill, Mass., Public Library.	St. Louis Public Library.
Helena, Mont., Public Library.	Salem, Mass., Public Library.
Holyoke, Mass., Public Library.	Scranton, Pa., Public Library.
Iowa State Library Commission.	San Francisco Public Library.
Jersey City Free Public Library.	Seattle Public Library.
Kansas City, Mo., Public Library.	Springfield City Library Association.
Louisville Free Public Library.	Trenton, N. J., Free Public Library.
Medford, Mass., Public Library.	Vermont Library Commission.
Minnesota Public Library Commission.	Virginia State Library.
New Bedford, Mass., Free Public Library.	Waltham, Mass., Public Library.
New Haven Free Public Library.	Washington State Library.
New York Public Library.	Wilkesbarre, Pa., Osterhout Free Library.
New York State Library.	Wilmington, Del., Institute Free Library.
Nebraska Public Library Commission.	Wisconsin Free Library Commission.

RECORD OF GIFTS, 1907-8.

The gifts of miscellaneous publications to the library have grown so numerous and come from such a large number of persons and institutions that it is no longer practicable to print the complete list of donors as has been done heretofore. Instead a select list is here printed, including what aims to be a complete list of local donors.

The complete record of gifts to the library includes the following items: 7,412 bound volumes, 629 unbound volumes, 4,747 pamphlets, 4,504 periodicals, 80 leaflets, 272 pictures, 101 maps, 29 engravings, 11 lottery tickets, 10 manuscripts, 7 broadsides, 5 picture frames, 3 portfolios, and 2 newspaper cuttings. In addition the following separate record has been kept of publications presented to the library for the collection

of trade catalogues: 185 bound volumes, 155 unbound volumes, 188 leaflets, 1,874 pamphlets, 19 periodicals, 3 broadsides, 3 portfolios, 4 calendars, 1 chart, 1 binder, and 1 sample of ink.

The select list of donors is as follows:

Select list of gifts.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Abbe, Prof. Cleveland	304		436	1,077
Acorn, G. W.	2			
Adams, Dr. S. B.	2			
All Souls' Church			2	
American Bar Association, Baltimore	2			
American Institute of Architects		1	3	
American Water Works Association, Charleston, S. C.	1			
Association of American Physicians, Philadelphia	1			
Balch, T. W., Philadelphia	1			
Ballard, E. Lester			1	
Bayly, Miss Margaret			20	
Beall, Mrs. Mary Stevens	1			
Bell, C. J.	1			
Bender, Gustave			1	
Blanton, H.	3			
Boston Public Library		8	13	
Boynton, Mrs. Amelia C.			103	
Brinton, Mrs. E. S.	1	1	7	39
Buchanan, Roberdeau	2		6	
Bucknam, Miss Kate				
Burkett, Hon. Elmer J.			3	
Bursley, Herbert	1			
Cain, J. F.			1	
Casonova, A. Y.	13			
Catholic University of America			6	
Chapter of Washington Cathedral	2			
Church of the Covenant	1			
Clapp, E. Dwight	1			
Clark, Dr. Victor S.	4	3	11	
Clark, Miss Elizabeth	1			
Clarke, Mrs. Francis	76			
Cole, T. L.	6			
Cooke, Wells W.			2	
Coopes, Roy	1			
Cortes, Enrique (legacion de Colombia)		4		
Cosmos Club			1	
Cuban legation	1			
Daish, John B.			18	
Darnall, Orton E.			1	
Davis, Hon. Jeff.			2	
Davison, Alpheus	1			
Depew, Hon. Chauncey M.			3	
De Vinne, Theo. L., & Co., New York	1			
District of Columbia—				
Auditor	181		83	40
Bar Association		1		
Board of education	3	1		
Commissioners	105	2	285	18
Electrical engineer			1	
Street cleaning department			1	
Dixon, Miss Louisa	1			
Dodge, W. C.	1		2	
Domer, Harry T.	1			
Dowden, Mrs. F. M.				
Du Bois, James T.	1			
Edelen, William	5	1	2	
Ela, Mrs. M. H.	1			
Episcopal Eye, Ear, and Throat Hospital			1	
Evening Star Newspaper Co.	183		62	
Ewin, J. L.		1		
Finney, Miss Grace B.		1		
Fugitt, Mrs. N. B.	78		45	
Gall, George H.			3	
Gallinger, Hon. J. H.	4			
Garges, D. E.			3	
George Washington University	2		13	
Georgetown University	1	2		
Gonzaga College			1	
Grady, Bernard E.	1			
Hance, Miss Emma	2			
Harding, Miss Florence	4			
Harrison, Dr. J. S.	34			106
Hayford, J. F.		28		

• 120 pictures. †

• 12 pictures.

• 25 steel engravings.

• 1 broadside.

Select list of gifts—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pamphlets.	Periodicals.
Heald, E. D. F.	1			
Hilder, Stuart ^a		5	23	
Hoffman, Mrs. Ferdinand		2		
Holmes, C. E.	1			
Howard University		2	4	
Hoyt, Kepler	13	4	8	
International Bureau of the American Republics			7	
Joyce, Maurice, Engraving Co.	1			
Keim, Randolph			2	
Keith, Miss Catherine M.	15			
Kerr, W. H.				25
LaFollette, Hon. Robert M.		2		
Lamborn, Miss Anne	1		79	16
Landis, Hon. C. B.	7			
Langdale, John W.	1			
Lanman, Miss L. E. ^b		1		
Larner, John B. ^c	6			
Lawrence, Miss E. F.	12	1	1	10
Lenman, Mrs. I. H.				265
Lewis, Dr. Samuel E.			2	
Loomis, J. T.	4		24	
McCullough, Mrs. L. V.			1	
Macdonald, Arthur ^d			9	
McLachlen Banking Corporation			6	
Macrae, Mrs. N. M.	1			
Magruder, Dr. G. Lloyd			1	
Menzel, P. A.			1	
Miller, W. A.				11
Moore, Mrs. C. N.	10	1		
Moore, Miss Vona L.	1			
Morrow, Maj. Jay J.		1		
Moses, Zebina			1	
Murdock, Lieut. J. B.			1	
Nabuco, Joaquim, ambassador of Brazil			4	
National Society of the Fine Arts			2	
National Training and Industrial Institute for Colored Boys and Girls			1	
New York Bureau of Municipal Research		4	42	
New York State Education Department		1	3	
New York State Library	14	11	16	
Newcomb, H. T.			1	
Newcomb, Mrs. Simon		7	6	
Newell, Dr. F. H. ^e	29	20	393	
Parsons, J.	1			
Paul, Mrs. Daniel	1			
Perry, S. A.	1			
Phillips, S. L.	506		12	
Pocahontas Memorial Association ^f				
Pollock Washington City Normal Kindergarten Institution			1	
Presnell Mrs. Henderson	23	25		208
Prud'homme, Mlle. V.			3	
Raymond, Prof. George L.	3			
Read, Albert M.	17			179
Richardson, Edward E.			1	
Ridgway, Dr. T. E. ^g				
Riedel, Dr. A. P.			1	
Robinson, Miss Sophia C.	1			
Ryther, Mrs. Margaret R.	17	1		29
St. John's College			1	
Saks & Co.			8	
Saul, John A.			1	
Saur, Rudolph	1			
Scammel, Miss A. E. ^a				3
Schmidt, Fred A.		2	2	
Shoemaker, Louis P.			2	
Shuster, W. M.	2			
Siggers, Mrs. E. G.			169	573
Simpson, Mrs. John M.	1			
Skinner, Mrs. Eliza J.				41
Smith, Hon. Samuel W.	3			
Smithsonian Institution	3	9	13	
Solger, F. R.	3			
Southern Printers Supply Co.	1			
Stead, Mrs. Robert ^h	60		149	
Sterrett, J. Macbride			1	
Stillson, Miss Maud	1			
Stoek, Miss F. G.	1		1	
Swam, Earl G.	3			

^a 3 broadsides.
^b 120 pictures.
^c 5 picture frames.

^d 2 leaflets.
^e 100 maps.
^f 1 picture.

^g 1 photogravure plate.
^h 12 pictures.
ⁱ 11 lottery tickets, 2 broadsides, 10 manuscripts.

Select list of gifts—Continued.

Donor.	Bound volumes.	Unbound volumes.	Pam- phlets.	Period- icals.
Tesdell, Mrs. Willard P.....	2			
Thomas, Joseph M.....	1			
Thomas, Miss Kate M.....	1			
Thompson, Eugene E.....	1			
Tindall, Dr. William.....	1		1	
Tindall, Mrs. William.....	28	11	4	
Tower, Frederick W.....	37			
Tupper, J. B. T.....	1	1		
Ulke, Henry.....	1	1		
United States—				
Agricultural Departments.....	9	31	344	
American Ethnology Bureau.....	10	5	3	10
Census Bureau.....	5	2	1	
Civil Service Commission.....			2	
Coast and Geodetic Survey.....		21	276	
Commerce and Labor Department.....		2	4	
Education Bureau.....	2,840	15	1,310	
House of Representatives—				
Committee on the District of Columbia.....	3			
Printing Investigation Committee.....			1	
Interstate Commerce Commission.....	2			
Isthmian Canal Commission.....		1		
Labor Bureau.....	316	48	242	
Library of Congress.....	1,857	90	118	1,700
Navy Department.....		2		
State Department.....	1		1	
Superintendent of Documents ^b	10	4	12	
Treasury Department.....	21	1	8	
War Department.....	6	2	1	
Van Deusen, A. H.....			1	
Vincent, Dr. Thomas.....	62	14		
Wagner, Dr. W. F.....	1	1		
Walker, A. M.....			1	
Walker, Mrs. J. O. c.....				
Walker, Paul F.....	1			
Warner, B. H.....			1	
Washington Board of Trade.....		1		
Washington Chamber of Commerce.....			2	
Washington Humane Society.....			1	
Washington Playground Association.....	244			
Wead, Charles K.....		1	6	27
Weissenborn, Leo J.....	1			
West, Dr. Max.....			12	
West, Mrs. Max.....	11			
Wetmore, Hon. George P.....	3			
Whitmore, Mrs. E. W.....	35			
Wilcox, Gen. Timothy E.....		45		
Wilson, Mrs. Thomas ^d				

^a 16 leaflets, 1 portfolio.^b 1 map.^c 6 pictures.^d 4 engravings, 2 portfolios.

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the Public Library, District of Columbia, during the fiscal year ended June 30, 1908:

Moneys collected at the delivery desk.

Balance on hand July 1, 1907.....	\$804. 81
Fines:	
Adult.....	\$2, 851. 93
Juvenile.....	410. 41
Stations.....	54. 19
Total.....	3, 316. 53
Duplicate collection.....	1, 173. 70
Reserves.....	95. 38
Reissued cards.....	136. 90
Books lost and injured.....	76. 41
Sale of catalogues.....	4. 85
Money found in building.....	. 21
Total.....	5, 608. 79
To interest on deposit American Security and Trust Company.....	17. 66
Refund on magazine.....	3. 00
Overcharge on magazine.....	. 60
Grand total.....	5, 630. 05

Expended as follows:

Books (main collection).....	\$1, 369. 65
Books (duplicate collection).....	623. 85
Periodicals.....	1, 010. 16
Printing.....	185. 00
Pictures.....	216. 80
Picture post cards.....	5. 20
Rebinding duplicate collection books.....	148. 98
Reimbursing emergency fund.....	75. 00
Library of Congress cards.....	8. 46
Premium on bond of treasurer.....	12. 50
Premium on bond of notary public.....	5. 00
Wood sign.....	8. 00
Dies and transportation of books.....	7. 15
Miscellaneous.....	10. 00
Total.....	3, 685. 75

Balance in hands of treasurer June 30, 1908.....	1, 944. 30
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The discrepancy between the items expenditure for books (\$1,993.50) as given in the treasurer's report, and \$2,561.22, as given in the librarian's report for book expenditure from the desk fund, is accounted for by the fact that some of the books purchased from this fund were accessioned before July 1 and counted in the year's purchases, but that the bills were not paid until after the close of the period covered by this report.

*Donation fund, including Henry Pastor memorial fund and Woman's Anthropological fund.*GEORGE F. BOWERMAN, *Treasurer.*

IN ACCOUNT WITH THE PUBLIC LIBRARY.

Cr.			Dr.		
1907.			1907.		
July 1	To balance in hands of treasurer.	\$411.28	Dec. 7	By paid, Woodward & Lothrop, book.	\$2.70
Oct. 3	To check, James T. Du Bois.	100.00	Dec. 24	By paid, J. M. Hanson, periodicals.	99.85
Oct. 8	To check, Washington Sanitary Improvement Co.	25.00	Dec. 24	do	21.25
Dec. 17	To check, National Society of the Fine Arts.	50.00			
1908.			1908.		
Apr. 9	To check, Washington Sanitary Improvement Co.	25.00	Jan. 28	By paid, G. E. Stechert & Co., periodicals.	8.50
May 6	To check, James T. Dubois.	50.00	Mar. 23	By paid, Brentano's, book.	1.80
	To credit interest on deposit.	9.25	June 30	By balance in hands of treasurer.	536.43
	Total	670.53		Total	670.53

IN ACCOUNT WITH THE HENRY PASTOR MEMORIAL FUND.

Cr.			Dr.		
1907.			1907.		
July 1	To balance in hands of treasurer	\$0.16	Dec. 24	By paid, J. M. Hanson, periodicals.	\$99.85
Oct. 3	To check, James T. Du Bois, one year's interest, 1907, Henry Pastor memorial fund.	100.00			
1908.			1908.		
May 6	To check, James T. Du Bois, one-half year's interest, 1908, Henry Pastor memorial fund.	50.00	June 30	By balance in hands of treasurer.	50.31
	Total	150.16		Total	150.16

IN ACCOUNT WITH THE WOMAN'S ANTHROPOLOGICAL SOCIETY FUND.

Cr.			Dr.		
1907.			1907.		
July 1	To balance in hands of treasurer	\$65.95	Dec. 7	By check, Woodward & Lothrop, books.	\$2.70
Oct. 8	To check, Washington Sanitary Improvement Co., semi-annual dividend.	25.00	Dec. 24	By check, J. M. Hanson, periodicals.	21.25
1908.			1908.		
Apr. 9	To check, Washington Sanitary Improvement Co., semi-annual dividend.	25.00	Jan. 28	By check, G. E. Stechert, periodicals.	8.50
			Mar. 23	By check, Brentano's, book.	1.80
			June 30	By balance in hands of treasurer.	81.70
	Total	115.95		Total	115.95

The congressional appropriations for salaries, contingent expenses, books, binding, etc., are paid on bills audited by the District government.

Respectfully submitted.

GEORGE F. BOWERMAN, *Treasurer.*

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

APPENDIX.

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as

are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogues according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.

- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

REGULATIONS FOR USE OF LECTURE HALL.

The trustees have adopted the following resolution to govern the use of the library lecture hall:

Resolved, That it is declared to be the policy of the board of library trustees to confine the public use of the library's lecture room to free public lectures or discussions on unobjectionable topics of popular interest and educational tendency.

That, in accordance with this policy, no charge, direct or indirect, shall be permitted to be made to the audience at such lectures or discussions, and that the applicant for permission to make such use of the lecture room shall be required to announce through the local press that such lecture or discussion is free to the public and to invite the public attendance upon it.

That applications for permission to use the lecture room shall be in writing, addressed to the board of library trustees, and shall set forth the facts concerning the nature of the proposed lecture or discussion and the pledges above required in respect to it; that each application shall bear the indorsement of the librarian to the effect that the lecture room is available for the requested use at the time designated; that such applications shall be considered and acted upon by the board, on favorable report from the committee on building; and that in emergency cases where use of the lecture room is desired in advance of the next meeting of the board the president is authorized to grant the requested permission, if the written application for such use in due form as above required is presented, with the favorable indorsements of the librarian and three members of the committee on building.

REGULATIONS FOR USE OF STUDY ROOMS.

Resolved, That it is declared to be the policy of the library trustees to confine the public use of the library's study rooms to the use by individuals or groups of individuals as places of quiet study. That, in accordance with this policy, the librarian is authorized to assign such study rooms to individuals, committees, or clubs for limited periods, in order that such individuals, committees, or clubs may better avail themselves of the resources of the library by having books, periodicals, etc., sent to such study rooms on request. That such study rooms shall not be used by clubs having a regular order of business or any programmes that are not closely connected with the study of the books and periodicals of the library.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended to the date of the publication of this report:

ARTICLE 1. The library shall be open for the delivery and return of books and for reading and reference every week day from 9 a. m. to 9 p. m., July 4 and December 25 excepted. The library shall be open for reading and reference every Sunday from 2 to 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be signed in person at the library and must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian.

ART. 4. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased, if in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid charges or cost of replacing books lost or damaged, be refunded.

ART. 5. Each person entitled to draw books from the library will be supplied with 2 cards inscribed with his or her name, residence, and register number. These cards must be presented whenever a book is taken, returned, or renewed. If lost, cards will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all charges accrued on the same. Books and magazines may not be transferred from one reader's card to another. No card shall be lent outside the household of the holder. Both reader's card and book are stamped with the date they are due.

ART. 6. One book may be taken out at a time on each card and retained two weeks (except those labeled "Seven-day book"). Two or more volumes, if of the same book, will be considered as one book. They may be renewed once for the same period, unless reserved by other persons in the meantime. A magazine may be drawn on a white card in addition to a book. Books of recent purchase, very popular books, and current magazines are called "Seven-day books." (These books have the notice on the inside and outside cover, and may not be renewed.)

ART. 7. Books may be renewed by mail by sending the reader's card (on which the book was drawn), the author and title of the book, and the call number, which will be found on the pocket on the back cover of the book. If the return of the cards is desired, a self-addressed stamped envelope should be inclosed. Books may not be renewed by telephone. After one renewal a book may not be taken out again by the same borrower or by any other member of the same household, until it has remained on the library shelves for twenty-four hours.

ART. 8. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents. Pay duplicate copies of new fiction may also be reserved.

ART. 9. Books of reference and those deemed by the library committee or librarian unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in printed catalogues by the abbreviation "Ref." and in card catalogues by the words "Reference book, does not circulate" stamped on the face of the card.

ART. 10. A charge of 2 cents a day for each book will be made for books kept overtime. No charge will be made for days on which the library is not open for the circulation of books for home use. Borrowers must take notice of the expiration of the time allowed. After five days' delinquency a notice will be sent. At the expiration of two weeks from the date the book is due (if it is not returned) a messenger will be sent for it, who shall have authority to collect the amount accrued and an additional fee of 20 cents for such messenger service. No claim to exemption can be established because of failure of any notice to or from the library. No book will be delivered to persons allowing such charges to remain unpaid. Whenever a borrower will not pay such charges as may be against him, his guarantor will be held responsible.

ART. 11. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 12. If any borrower lose or materially injure a book, paper, or magazine belonging to the library he shall pay the cost of replacement. If the book so lost or injured be part of a set he shall pay for the entire set, and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it, shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 13. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library.

ART. 14. Teachers' cards may be issued, on which 10 books other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Normal school students' cards may be issued, on which 5 books, other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Books issued on teachers' and normal school students' cards are subject to recall if required by other readers.

ART. 15. The librarian may, at his discretion, cause to be issued special-privilege cards, entitling readers, who satisfy him of their need for such special privileges, to

10 or more books other than fiction and recent purchases, for use in pursuing courses of reading. Such privileges may be withdrawn at any time at the discretion of the librarian.

ART. 16. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 17. The reader's card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 20. The use of inks is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 21. No dogs or other animals shall be permitted in the building.

ART. 22. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library are prohibited in all parts of the library building.

ART. 23. Men and boys shall remove their hats and remain uncovered within the building.

ART. 24. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear or destroy any book, pamphlet, or manuscript, or any portion thereof belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offense is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offense.

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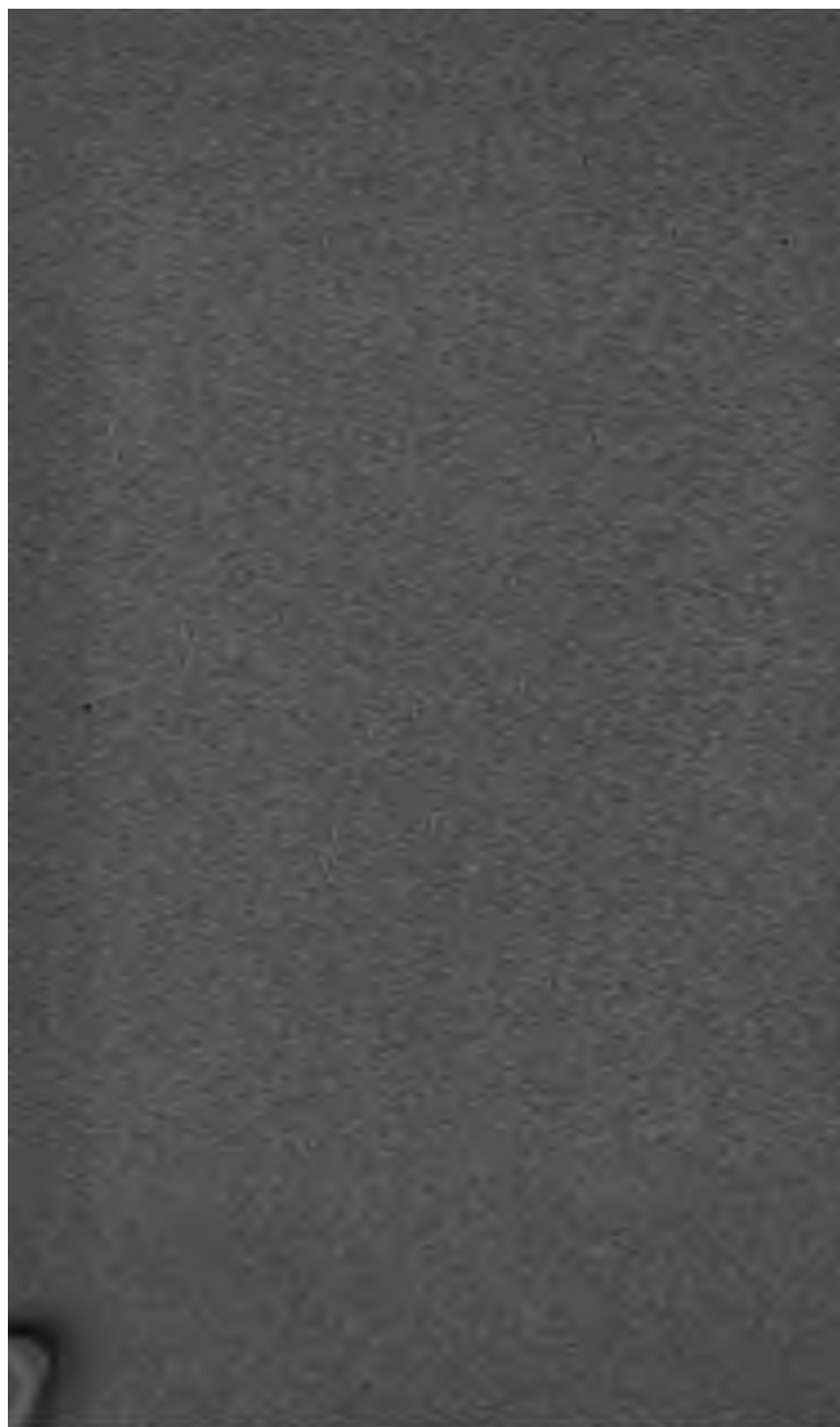
ANNUAL REPORT OF THE
BOARD OF TRUSTEES
AND OF THE LIBRARIAN

1908-1909



GOVERNMENT PRINTING OFFICE
WASHINGTON

1909



Public Library District of Columbia, 1909.



PUBLIC LIBRARY DISTRICT OF COLUMBIA, GIFT OF ANDREW CARNEGIE.

TWELFTH ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
AND
ELEVENTH ANNUAL REPORT OF THE LIBRARIAN
OF THE



FOR THE
FISCAL YEAR ENDED JUNE 30, 1909



WASHINGTON
GOVERNMENT PRINTING OFFICE
1909

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OFFICERS OF THE LIBRARY

BOARD OF TRUSTEES.

THEODORE W. NOYES, term expires 1910.
CHARLES J. BELL, term expires 1910.
WENDELL P. STAFFORD, term expires 1910.
SAMUEL W. WOODWARD, term expires 1912.
BRAINARD H. WARNER, term expires 1912.
JOHN B. LARNER, term expires 1912.
JOHN B. SLEMAN, jr., term expires 1914.
R. ROSS PERRY, term expires 1914.
HERBERT PUTNAM, term expires 1914.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice-President*.
JOHN B. LARNER, *Secretary*.
GEORGE F. BOWERMAN, *Librarian, Treasurer, and Assistant Secretary*.

STANDING COMMITTEES.

BOOKS.	BUILDING.
HERBERT PUTNAM, <i>Chairman</i> . WENDELL P. STAFFORD. SAMUEL W. WOODWARD.	BRAINARD H. WARNER, <i>Chairman</i> . WENDELL P. STAFFORD. JOHN R. SLEMAN, Jr.
EMPLOYEES.	FINANCE.
WENDELL P. STAFFORD, <i>Chairman</i> . SAMUEL W. WOODWARD. BRAINARD H. WARNER.	JOHN B. LARNER, <i>Chairman</i> . CHARLES J. BELL. R. ROSS PERRY.
RULES.	BOOKBINDING, ETC.
R. ROSS PERRY, <i>Chairman</i> . HERBERT PUTNAM. JOHN B. LARNER.	JOHN B. SLEMAN, jr., <i>Chairman</i> . HERBERT PUTNAM. JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.	DONATIONS.
THEODORE W. NOYES, <i>Chairman</i> . BRAINARD H. WARNER. JOHN B. LARNER.	SAMUEL W. WOODWARD, <i>Chairman</i> . CHARLES J. BELL. JOHN B. SLEMAN, Jr.

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman*.
BRAINARD H. WARNER.
R. ROSS PERRY.

The president is ex officio a member of all committees.

REPORT
OF THE
BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, D. C., *September 30, 1909.*

GENTLEMEN: In spite of the drawback of a library force inadequate in numbers and so underpaid as to be weakened again and again by the loss to better paying libraries of experienced and competent employees, the Public Library has during the year notably increased in public usefulness, both in relation to home circulation and to that among readers at the library itself.

The effective activity of the library, as measured by home circulation, increased 23 per cent over the previous year.

The library has grown to nearly 115,000 volumes, the home circulation (of books alone) to nearly 592,000, and the adult attendance in the reading rooms to nearly 160,000. The percentage of fiction circulation has decreased in the last five years from 84 per cent to 63 per cent, indicating a marked improvement in the quality of the reading.

In the field occupied exclusively by the Public Library, without competition by the great national reference collection of the Library of Congress, especially notable advances have been made; as for example, in the popular circulation of books, and in the open-shelf, school and children's work.

TRANSFER OF BOOKS FROM OTHER LIBRARIES.

At the last session of Congress important legislation, secured largely through the labors of Mr. Herbert Putnam, Librarian of Congress and a trustee of the Public Library, was enacted which has facilitated the transfer to the Public Library from the Library of Congress of circulating books, both copyrighted and uncopyrighted. This legislation is supplemental to that of 1904, under which many books have already been removed to the Public Library. The new legislation consists (1) of the following provision of the legislative, executive, and judicial appropriation act for the fiscal year, 1910:

The Librarian of Congress may from time to time transfer to other governmental libraries within the District of Columbia, including the Public Library, books and material in the possession of the Library of Congress in his judg-

ment no longer necessary to its uses, but in the judgment of the custodians of such other collections likely to be useful to them, and may dispose of or destroy such material as has become useless.

And (2) the following section of the act "to amend and consolidate the acts respecting copyright" approved March 4, 1909:

That of the articles deposited in the copyright office under the provisions of the copyright laws of the United States or of this act, the Librarian of Congress shall determine what books and other articles shall be transferred to the permanent collections of the Library of Congress, including the law library, and what other books or articles shall be placed in the reserve collection of the Library of Congress for sale or exchange, or be transferred to other governmental libraries in the District of Columbia for use therein.

Rapid progress is being made toward that ideal condition when the Library of Congress and the Public Library shall perfectly supplement each other, the one as the great national reference collection, and the other as the national capital's great circulating library.

Valuable accessions of books will surely follow this legislation, increasing the literary wealth of the library and also increasing the labors of the present inadequate force and emphasizing the need of its enlargement.

BRANCH LIBRARIES.

The last Congress, like its predecessors, failed either to pass or to refuse to pass the Takoma Park branch library bill. The Senate passed the bill; and very late in the session the House District Committee reported it favorably. But the House failed to act, and the measure died with the adjournment. Since there has been no direct and definite refusal by either House or Senate or by the District Committee of either House to approve this measure, it becomes the duty of the library trustees, the commissioners, and the people of Takoma Park to renew their Sisypheus task of rolling this legislative stone uphill, only, if the precedents control, to see it roll down again just before the goal of enactment has been reached. The library trustees renew their petition to Congress either to enact or to kill promptly and surely this proposed and meritorious legislation. Mr. Carnegie's public-spirited branch library offer should be either accepted or rejected without further delay.

IMPROVEMENT OF MOUNT VERNON SQUARE.

The Superintendent of Public Buildings and Grounds has improved Mount Vernon Square by inclosing the grounds in copings. It is expected that the work will be continued by putting in walks on all sides of the building; and it is hoped that through an appropriation in the near future the development of the library's park environment, as planned at the time of the erection of the library building, will be perfected.^a

^a Since the date of this report the Superintendent of Public Buildings and Grounds has had the cross walks, so long needed, laid on all sides of the building. These add greatly to the convenience of the users of the library. The commissioners have had a bubble drinking fountain installed in the southeast corner of Mount Vernon Square.

Public Library District of Columbia, 1909.



TRUSTEES' ROOM, SECOND FLOOR.

THE LIBRARY'S VITAL NEED.

Among the varied needs of the library, that of a larger and better-paid force is most urgent and is indeed vital. The notable increases from year to year in the number of books in the library, in the number of readers at home and within the walls of the library, and in all branches of the library's useful activity make steadily enlarging demands upon the library service which have been met either by no increases in the library force or by additions which are comparatively insignificant. For example, the work of the library as measured by home circulation for this fiscal year increased by 23 per cent over the previous year, and only two additional employees were provided. This inadequate force is also weakened by frequent changes of personnel due largely to the insufficient compensation paid. Of the library staff 33½ per cent resigned in 1906-7, 25 per cent in 1907-8, and 22½ per cent in 1908-9. The extraordinary growth of the library in resources, in activity, and in usefulness, of which we are naturally proud, involves not only high credit, but an increasingly heavy burden, and the small and almost stationary library force grows constantly less able to handle properly the expanding library business.

How vital to the success of the library work this strengthening of the library staff has become is indicated by a recent occurrence. The trustees' estimates for the next fiscal year were forwarded as usual to the commissioners. The latter have been limited by law in their estimates to an aggregate amount twice the estimated local tax revenues. They, therefore, requested the library's cooperation in suggesting to them the items of the library estimates which were most urgent and essential, indicating tentatively two amounts of total appropriation for library purposes upon which these supplementary estimates should be based. In complying with this request, the librarian has submitted two supplementary estimates, including what is held to be absolutely essential to the library's welfare, and all the new items in each of them propose either an addition to the force or an increase of compensation, the strengthening of the library staff being so far the first among the library's absolute needs that there is no second.

The trustees confirm the librarian's statement of the comparative overwhelming importance of the request for this strengthening of the library force, and also approve and reiterate his contention that, owing to the newness of the library and the conditions surrounding its extraordinarily rapid growth, the usual standard of estimating a just increase of its appropriations from year to year should not be applied to it as a limitation.

The librarian's letter to the commissioners is appended.

LIBRARY ESTIMATES FOR NEXT YEAR.

The Public Library estimates for 1910-11, as submitted by the library trustees to the Commissioners of the District, are as follows.

Estimates for 1910-11.

	Appropriation 1909-10.	Estimates 1910-11.
LIBRARY AND BUILDING FORCE.		
Librarian	\$3,500	\$5,000
NOTE.—The trustees believe that the salary of the librarian should be fixed at \$5,000 per annum. This sum is required to make the salary commensurate with the services rendered and to put it on a par with the salaries paid to chief librarians of other municipal libraries of equal rank.		
Assistant librarian	1,500	1,800
NOTE.—The estimated sum is required in order to retain an officer of sufficient ability to perform the administrative duties of this position.		
Chief, circulating department	1,200	1,500
NOTE.—The responsibilities of the position require that the salary should be increased to the amount originally estimated for it.		
Children's librarian	1,000	1,200
NOTE.—The largely increased responsible work of this department which results from opening the children's room in the basement justifies this increase of salary.		
Librarian's secretary	900	1,000
NOTE.—The responsibilities of the position of business officer or chief clerk require that it be increased to the amount originally estimated.		
Reference librarian	1,000	1,200
NOTE.—The growth of the work of this department and the quality of the service rendered require this increase for its chief.		
Chief of the order department		1,200
NOTE.—The volume and complexity of the book-order work require an adequately paid chief having business ability and knowledge of books, their prices, etc.		
Chief, useful arts department		1,200
NOTE.—The success of this new department and the importance of the service justify and require a well-educated and trained chief.		
Chief, schools and stations department		1,000
NOTE.—The growth and importance of these activities require that they should be placed in charge of a separate officer.		
Municipal reference librarian		1,200
NOTE.—The commissioners desire that the important work of collecting and indexing material regarding municipal administration be systematically undertaken at the District building. This should be carried on as a branch of the Public Library.		
Assistant	1,000	1,000
Two assistants, at \$900 each		1,800
NOTE.—One assistant at this salary is needed to be first assistant in the circulating department. As the hours during which the department is open are long, the first assistant must approximate the chief in administrative ability. Another assistant of this grade is needed to take charge of the periodicals department.		
Four assistants, at \$720 each	2,880	
Six assistants, at \$720 each		4,320
NOTE.—One of these new assistants is needed to supervise the bindery work and one as first assistant in the book-order department.		
Four assistants, at \$600 each	2,400	
Five assistants, at \$600 each		3,000
NOTE.—The extra assistant at this rate is needed in the schools and stations department.		
Three assistants, at \$540 each	1,620	1,620
Copyist	480	480
Chief, catalogue department		1,500
NOTE.—The volume and grade of work that is being done require an officer of high technical skill and good administrative ability to cope with it. At least 15 cataloguers holding subordinate positions in local libraries receive as much as, or more than, the estimated salary.		
Cataloguer	900	900
Do		840
NOTE.—In order to keep current cataloguing work up to date and to issue bulletins and class catalogues, this increase in the catalogue force is needed.		
Cataloguer	720	720
Do	600	600
Three temporary cataloguers, at \$540 each	1,620	
Three cataloguers, at \$540 each		1,620
NOTE.—To cut these cataloguers out because called "temporary" would demoralize the work of the library. There is no prospect that they can be spared, and they should appear in the appropriation as a part of the permanent force.		
Stenographer and typewriter	720	
Two stenographers and typewriters, at \$720 each		1,440
NOTE.—The increase of necessary correspondence and other clerical work makes this additional assistant necessary.		
Two assistants, at \$440 each	880	880
Two attendants, at \$600 each		1,200
NOTE.—The increasing work of the issue department and the importance of raising the quality of the service make necessary these positions.		
Six attendants, at \$540 each	3,240	3,240
Five attendants, at \$480 each	2,400	2,400

Estimates for 1910-11—Continued.

	Appropriation 1909-10.	Estimates 1910-11.
LIBRARY AND BUILDING FORCE—continued.		
Collator.....	\$360	\$480
NOTE.—This is the only position on the library staff proper, exclusive of building force and pages, paying less than \$480. The quality of the work exacted requires the increase in salary.		
Two messengers, at \$480 each.....	960	960
Ten pages, at \$360 each.....	3,600	3,600
Two janitors, at \$480 each.....	960	960
Engineer.....	1,080	1,200
NOTE.—The services of the intelligent man now holding this position are so valuable to the library as to justify the further increase recommended for the last two years.		
Fireman.....	720	720
Workman.....	480	600
NOTE.—The man holding this position is, because of his mechanical ability, so valuable to the library as to justify better payment for his services.		
Library guard.....	720	720
Two cloakroom attendants, at \$360 each.....	720	720
Six charwomen, at \$180 each.....	1,080	1,080
Total for salaries.....	39,320	54,980
SPECIAL SERVICES.		
For the employment of substitutes and other special and temporary service, at the discretion of the librarian, to continue available until expended....	1,000	1,000
For keeping the library open 52 Sundays, 2 to 9 p. m.; 5 holidays, 9 a. m. to 9 p. m.; and for extra services on Saturday afternoons in July, August, and September.....	1,700	2,500
NOTE.—The present appropriation is not sufficient to provide for the home circulation of books on Sundays. This is regarded as desirable.		
BOOKS, BINDING, CONTINGENT, ETC.		
- For purchase of books.....	7,500	15,000
NOTE.—The increase is required to meet demands caused by the rapid increase in circulation, the need of extensive duplication, the demand for many technological books, the desirability of extending the system of circulation through the schools, the increased cost of books, and the need of extending the periodical list.		
For binding.....	3,500	4,000
NOTE.—The increase in circulation and the increasingly poor quality of publishers' bindings render the increased amount necessary.		
For fuel, lighting, fitting up building, including lunch-room equipment, purchase and maintenance of motorcycles, and other contingent expenses.....	8,000	8,000
Grand total.....	61,020	85,480
New officers asked for:		
Chief, order department.....	\$1,200	
Chief, useful arts department.....	1,200	
Chief, schools and stations department.....	1,000	
Municipal reference librarian.....	1,200	
Chief, catalogue department.....	1,500	
Cataloguer.....	840	
Stenographer and typewriter.....	720	
Two assistants, at \$900 each.....	1,800	
Two assistants, at \$720 each.....	1,440	
Assistant.....	600	
Two attendants, at \$600 each.....	1,200	
		\$12,700
Increases of salaries asked for:		
Librarian.....	1,500	
Assistant librarian.....	300	
Librarian's secretary.....	100	
Reference librarian.....	200	
Children's librarian.....	200	
Chief, circulating department.....	300	
Collator.....	120	
Engineer.....	120	
Workman.....	120	
		2,980

Other increases asked for:

Sunday opening	\$800
Purchase of books	7, 500
Binding	500

Total increases asked for..... 24, 460

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

APPENDIX.

WASHINGTON, D. C., September 24, 1909.

The honorable COMMISSIONERS OF THE DISTRICT OF COLUMBIA,

Washington, D. C.

GENTLEMEN: On the occasion of my appearance before you, by your direction, on September 22, to confer with you regarding the estimates submitted by the library trustees for the fiscal year of 1911 you requested me to prepare for you selections from the estimated increases, on the ground that you would probably be unable to include in your estimates all of the increases recommended by the library trustees, as has heretofore been your custom. Your instructions included the following:

1. Increases that would bring the total up to \$64,000—that is, an increase of \$2,980 over the library appropriations for 1910.

2. Increases that would bring the total up to \$70,000—that is, \$8,980 over the present library appropriation of \$61,020.

3. A graduated statement to include (1) imperative needs and (2) desirable increases.

I have the honor to comply. In doing so I would point out that the estimates as submitted this year are almost identical with those submitted for 1910. I wish to state that I have never included a single item in estimates prepared by me that I did not believe to be necessary to the most efficient administration of the library. As most new items regarded as necessities fall of appropriation, I have always, if for no other reason, rigidly excluded everything that could not be defended as essential. Because of the comparative newness of the library and the fact that it has never been enabled by adequate financial support really to cope in a thoroughgoing way with the public library needs of the District, I contend that it is not fair to apply to increases in library estimates a standard based essentially upon increase of population. If the Public Library had had thirty or fifty years of growth in its equipment and appropriations, so that these had grown with the growth of the city, then such standards might properly apply. Instead, I urge that the standard should be one that would bring the library equipment and service to a point where they shall be on a par with those of the most progressive American cities.

To carry out your first instruction requires but to include two positions urgently needed and estimated for several years, with two increases, also long much needed, as follows:

New positions:

Chief, order department.....	\$1, 200
Chief, catalogue department.....	1, 500

Increases in salaries:

Collator, \$360 to \$480.....	120
Children's librarian, \$1,000 to \$1,200.....	200

Total..... 3, 020

Present appropriations..... 61, 020

Total budget..... 64, 040

To bring the library budget up to \$70,000 I would select the following items:

New positions:

Chief, order department.....	\$1, 200
Chief, useful arts department.....	1, 200

New positions—Continued.

Chief, schools and stations department.....	\$1,000
Chief, catalogue department.....	1,500
Two attendants, at \$600.....	1,200
Increases of salaries (all of those in estimates) :	
Librarian, \$3,500 to \$5,000.....	1,500
Assistant librarian, \$1,500 to \$1,800.....	300
Librarian's secretary, \$900 to \$1,000.....	100
Reference librarian, \$1,000 to \$1,200.....	200
Children's librarian, \$1,000 to \$1,200.....	200
Chief circulating department, \$1,200 to \$1,500.....	300
Collator, \$360 to \$480.....	120
Engineer, \$1,080 to \$1,200.....	120
Workman, \$480 to \$600.....	120
Total.....	9,060
Present appropriation.....	61,020
Total budget.....	70,080

In the foregoing I have included new assistants most imperatively needed, together with all of the increases of salaries. On the occasion of my conference with you I pointed out the large number of losses by resignation from the library staff proper (33½ per cent of the force in 1906-7, 25 per cent in 1907-8, and 22½ per cent in 1908-9). It is therefore the part of wisdom to try to reduce these resignations by paying better salaries.

The process of arriving at the foregoing figures is, of course, as Commissioner Macfarland pointed out, largely a mechanical process—the selection of certain items to bring the totals up to definite sums. On the other hand, in view of the fact, as already stated, that only necessities are included in the library trustees' estimates, it is difficult to select the most imperative of these necessities. Perhaps the items included in my second table (bringing the total budget up to \$70,080) may be roughly regarded as fulfilling these conditions.

In the group of "desirable increases" (though the need for them is much stronger than is indicated by the word "desirable") should be included the following:

New positions:	
Cataloguer.....	\$840
Stenographer and typewriter (additional).....	720
Two assistants, at \$900 each.....	1,800
Two assistants, at \$720 each.....	1,440
Assistant.....	600
Other increase:	
Binding (additional).....	500
Total.....	5,900

This table includes all the items omitted from former tables except the municipal reference librarian, \$1,200; the additional sum for Sunday opening, \$800; and the additional sum for the purchase of books, \$7,500. As the administration of the District government would be the chief gainer by the establishment of a municipal reference department at the District building (first proposed a year ago) the commissioners should decide whether they wish to push this item or not. The home circulation of books on Sunday is regarded by the library trustees as desirable, but not imperative. I pointed out the importance of additional funds for the purchase of books for the development of the school duplicate collection and the extension of that service. It is not an imperative service, though a highly useful one. The library's book fund has remained stationary at \$7,500 for several years, in the face of rapidly increasing circulation. For several years more than 5,000 volumes on an average have been worn out and discarded. Simple renewal of such discarded books costs approximately \$5,000 a year.

Very respectfully, yours,

GEORGE F. BOWERMAN, *Librarian.*

Approved:

B. H. WARNER,

Vice-President, Library Trustees.

REPORT OF THE LIBRARIAN.

WASHINGTON, *August 16, 1909.*

GENTLEMEN: The annual report of the librarian, covering the fiscal year ended June 30, 1909, and the fifth year of the service of the present librarian, is herewith presented.

In view of the facts that the appropriations for running expenses of the library have remained so nearly stationary during the last two years and that the work perforce continues to be practically confined to what can be done from the central building, it would not be unreasonable to expect comparatively little increase in the figures expressive of its activities. Such, however, was not the record of last year. On the contrary, in spite of the fact that there was no increase in congressional appropriations for books and but two additional employees were provided, the work of the library increased 23 per cent over the previous year, measured by home circulation.

Among the items to be especially noted in last year's record are the following: The book stock was increased to just under 115,000 volumes; the home circulation grew to 591,704 volumes, or, if music rolls and mounted pictures are included, the total was 646,201 pieces; the children's department circulated 115,107 volumes, or, including circulation in grammar schools and playgrounds, the figures are 135,641; and the recorded attendance in adult reading rooms was nearly 160,000.

A sufficient force is lacking to keep an accurate record of the total number of visitors to the library. For the first time, however, attendance records have been kept on typical days through the year, including various days of the week, excessively hot and cold days, rainy and pleasant days. A computation from these recorded figures gives a total of 845,616 as the estimated attendance. (For records of attendance, see p. 52.)

As in former years, the report of the librarian will treat more or less summarily the various activities of the year. Appended to his report and forming a part of it are the more detailed statements of the chiefs of the various library departments, including statistical tables.

HOME CIRCULATION.

As the principal emphasis is placed in this library on the service of home circulation, this matter naturally has first treatment. The total figures of circulation of 646,201 pieces for last year include 591,704 volumes, 11,657 music rolls, and 42,840 mounted pictures. The book circulation included 542,130 volumes from the central library, 28,503 volumes from 7 deposit stations, and 21,126 from schools and playgrounds. For the last six years comparative figures



CIRCULATION DEPARTMENT, MAIN FLOOR.

of book circulation are as follows: For 1903-4, 278,188; for 1904-5, 353,496; for 1905-6, 433,096; for 1906-7, 481,463; for 1907-8, 505,476; and for 1908-9, 591,704. The book circulation has therefore increased 17 per cent over 1907-8 and is two and two-tenths times larger than it was five years ago. Including music rolls and pictures, the past year's figures are two and one-third times larger than those of five years ago.

THE IMPROVEMENT IN READING.

With this very great increase of circulation during the last five years there has been a steady improvement in the quality of reading. For example, the percentage that fiction has borne to the total circulation has been reduced from 84 (1903-4) to 63. Moreover, it is safe to say that the novels circulated have been of increasingly better literary character. On the one hand there has been a constant effort to furnish an abundant supply of standard fiction in attractive editions, and on the other hand the standards exacted of new fiction purchased have been progressively raised. Plenty of copies of all new novels purchased are supplied, and the total number of novels circulated increases from year to year; the proportion, however, is constantly falling, due to the increased reading of books in other classes. The largest single influence in this direction is the work of the useful arts department, but the extension of the open shelves, the continuance of the plan of bringing out classes of nonfiction in rotation, thus encouraging the browsing habit, have had their effect. For example, an open-shelf case containing 350 volumes of biography was maintained throughout the year. From it 4,176 volumes circulated, or 42 per cent of the entire circulation of the class biography, containing in all about 6,000 volumes.

Improvement in reading has also been influenced by the establishment in the circulation department staff of a book review club, which has met weekly for the purpose of discussing older books. Knowledge thus gained has been used in the suggesting of books to readers and in the publication of a series of brief lists, including the better fiction and lists of essays.

The staff is still too small to assign an assistant to the open-shelf room at all hours to assist readers. Work of this sort that has been done has had excellent results in the improvement of reading. The assistant who has devoted some time to this work has prepared authors' birthday picture bulletins. These have been exhibited in the open-shelf room in connection with the works of each author and have stimulated the circulation of classic writers. Mention should here be made of the specially chosen collections of books for older boys and girls which have been kept in the open-shelf room. These books have been very popular not only with those for whom they are intended but also with adults.

MUSIC-ROLL CIRCULATION.

In June, 1908, the library began the circulation of perforated music rolls for use in piano players. This venture was possible through the cooperation of the Association of Automatic Piano Players of the District of Columbia. This organization contributed \$100 which, with another \$100 paid by the library, represents the total expendi-

ture for this enterprise other than that for service. The stock of roll numbers 488, and a total of 222 music-roll cards were issued. The rising tide of book circulation on the one hand and the fact that the music rolls were becoming worn and needed replenishing made it seem advisable to suspend this feature on April 1. The popularity of the collection was, however, attested by the fact that the home circulation numbered 11,657 for the nine months falling within the year under review, or a total of 12,779 for the ten months during which it was in operation. With an increase of staff it is hoped to resume this work.

REGISTRATION.

During the year 15,782 cards were issued to readers, and 13,373 were canceled. The net number of readers registered was increased during the year from 49,654 to 51,187. Besides regular cards, 422 ten-book cards were issued to teachers, 77 privilege cards to persons carrying on special lines of reading, and 71 to strangers on \$5 deposits. Separate figures of the sex of persons registered were kept and show that 57 per cent are women and 43 per cent men. (For detailed reports and tables of circulation and registration see pp. 30-35.)

BUREAU OF INFORMATION.

The practical impossibility of presenting statistics showing the work of the bureau of information in no way detracts from the appreciation of its utility in the harmonious and efficient working of the library. The librarian has elsewhere described the work of the bureau of information as follows:

Every visitor who does not clearly give evidence of being able to secure what he needs is assisted in his use of the card catalogue, provided he is willing and able to use that help. If, however, that proves but an embarrassment, the searching is done for him, even to the extent of having an armful of books brought for his selection. Even the selection is made for him, if that also is desired.

(For report of the chief of the bureau of information, see p. 35.)

REFERENCE DEPARTMENT.

The subdivision of reference work accomplished by the establishment of a separate department devoted to the useful arts and pure and applied sciences continues to affect the service of the reference department proper, which has thus had more space and more time for the development of its collections and for reference work in literature, fine arts, history, travel, economics, and the biological sciences. The bibliographies issued by the Library of Congress and other libraries are kept checked up. The teachers' library has been revised and very much enlarged, as has the special collection of general literature containing books in constant demand for reference purposes and frequently reported "out." The collection of clippings relating to District affairs is being constantly added to and is much used, especially by newspaper writers. Telephone inquiries to the reference room are likewise on the increase.

Visitors to the room numbered 119,459, as against 121,420 in 1907-8. The reference librarian gives as the chief cause of this decrease the

Public Library District of Columbia, 1909.



USEFUL ARTS AND SCIENCE ROOM, 1ST FLOOR.

operation of the new vagrancy law, by which most of the unsavory idlers of this class have been eliminated. This fact is therefore a matter for congratulation rather than otherwise. In order to give in one place in accordance with previous practice a comparative statement of attendance on adult reading rooms, the combined figures of attendance on the reference room and the useful arts department of 157,842 (38,383 in useful arts room) are compared with the combined figures of 1907-8, which were 144,014. The total for last year is nearly four times the reference room attendance of five years ago. (Reference department report, pp. 35-37.)

USEFUL ARTS AND SCIENCE DEPARTMENT.

The useful arts and science department has occupied a separate room since November, 1907. It has always been in charge of men exclusively and its chief users have always been men. Visitors to the library evenings often comment on the impressiveness of the sight of this room filled to its capacity with 50 men, including engineers, mechanics, and business men, each one intent upon some book or article bearing upon his vocation. The influence on vocational reading is shown by the fact that during the first partial year the circulation of classes contained in the room increased about 33½ per cent over the previous year; last year, the first full year of the room as a separate department, was marked by a further increase in the circulation of books on agriculture, engineering subjects, and mechanical trades of 39 per cent over the advanced record of the previous year.

The room contains both reference books and circulating material. As a matter of fact, however, practically everything in the room, including current periodicals (except the last number) and trade catalogues, is circulated. The utility of these manufacturers' catalogues is constantly observed. As an example not only of their worth but of the value of the work of the department as a whole, mention should be made of a case where a physicist connected with the National Bureau of Standards searched in vain in other local libraries for a solution of a problem in high temperatures and at length found the necessary data in one of these manufacturers' catalogues.

Much of the success of the department is due to the intelligence, the enthusiasm, and the devotion of Mr. Vitz, till recently assistant librarian, who had been in charge of this department from its establishment. (Reference is made to his full report on the work of the department, pp. 37-40.)

PERIODICALS.

The library regularly receives 468 different periodicals, or, including 188 extra copies taken for circulation and staff use, 656 periodicals are checked and filed. Periodicals regularly received as gifts number 164. These are chiefly technological periodicals, but include the local newspapers, copies of which are contributed for binding. These gifts, in addition to the periodicals purchased from the Henry Pastor memorial fund and the Women's Anthropological Society fund, are listed elsewhere (pp. 58-61.) It is a matter of regret that it is not yet possible to record the opening of the separate periodicals room on the

second floor. The building has now been occupied nearly seven years, but the force is still too small to use these quarters especially provided except for storage purposes. Periodicals are therefore on file in the reference room and the useful arts room.

SUNDAY AND HOLIDAY OPENING.

The use of the library on Sundays and holidays shows but slight change from the record of 1907-8. Attendance on adult reading rooms was 15,188, as against 15,052 the year previous. The attendance of children on Sundays decreased from 7,608 in 1907-8 to 6,732. The books circulated on holidays increased by 242 volumes, not counting the circulation on Lincoln's birthday, a special holiday, on which the circulation was normal.

LECTURE HALL AND STUDY ROOM USE.

The lecture hall was used by 14 organizations, which held 39 public meetings, with an aggregate attendance of 4,990. A schedule of these meetings will be found on page 50. Ten organizations held 81 smaller meetings in one of the study rooms. A list of these organizations will be found on page 52. No attendance record is kept. Rules governing the granting of the lecture hall and of study rooms will be found on page 70.

CHILDREN'S DEPARTMENT.

With no increase in the force assigned to it, the work of the children's department has shown a large gain over the previous year. Figures indicating these increases include the following: Children's-room circulation, 98,233 in 1907-8 and 115,107 in 1908-9; or, counting grammar school and playground circulation, 104,652 in 1907-8 and 135,641 in 1908-9; registration increased by 3,375. A full record of the work the library does for children should mention the fact that more than half of the 28,503 volumes circulated from the deposit stations are children's books. The quality of the work likewise improved; witness the reduction in the percentage of fiction in children's books from 60 to 58. Reference work for children, teachers, and parents, which can not be measured by statistics, has been so greatly increased as to occupy nearly all of the time of one assistant. Although the staff of this department is able to do much of the personal work so necessary in a children's room, yet it is so small as to be too much engrossed with the mechanics of the work to make it most successful. (Children's department report, pp. 40-41.)

WORK WITH SCHOOLS.

The school work of the library, as yet only little developed, is all carried on by the staff of the children's department. The children's librarian visited 163 class rooms in 41 schools and talked to the children about the library and invited them to use its privileges. Twelve definitely arranged group visits on the part of children were also made. Of the 352 children who came in such groups 101 registered as borrowers. By arrangement also all of the students in Normal

School No. 1 came in five groups and listened to talks on library work by the librarian.

In 1907-8 less than 600 volumes of the school duplicates were available for circulation from class rooms. This number was increased to 1,000 volumes for the past year. From that stock there were sent out by motor cycle 4,105 volumes to 183 class rooms in grammar schools most remote from the library. From them there was a recorded circulation of 19,508 volumes. Experience has taught the desirability of exchanging books every two months. These books went into homes so remote from the central library that no other library books find their way there, and, as is usual, they were also read by parents and other adults.

The publication of the monthly Educational Bulletin has been continued. It is now recognized as the regular organ of communication from the library to the schools. Invitations to night-school pupils and to children about to leave school, sent through teachers, have been heartily seconded by them, and have resulted in the registration of many of the desired persons. The librarian, on invitation, addressed about 400 Business High School pupils at one of their morning assemblies. Early in June a conference between representatives of the schools and the library was arranged, at which there was evidence of a spirit of sympathy and cooperation, and from which the library representatives gained many valuable suggestions. (For further notes on work with schools see report of children's librarian, p. 41.)

THE PICTURE COLLECTION AND EXHIBITIONS.

The resources of the picture collection have been largely increased during the year. It is estimated that it now contains fully 50,000 pictures, mostly clipped from discarded books and periodicals and from railway advertising pamphlets, but also including inexpensive photographs. The sum of \$50 contributed by the National Society of the Fine Arts has been expended in importing photographs of great paintings. The appreciation by the teachers of the value of the collection has been shown, in addition to the use made of the pictures, by the fact that a number of them, as well as students in the normal school, have given substantial aid in the work of clipping. The demands are so numerous that frequently it is necessary to collect and mount the pictures on a given subject after the call for them reaches the library. Pictures are kept in vertical files, classified in accordance with subjects most called for.

The popularity of the pictures is shown by a circulation of 42,840 mounts, as compared with 17,101 in 1907-8. It is estimated that fully 30,000 of these were used by public-school teachers in class work. In the schools the pictures on geography have largest use, though the sets on occupations are also popular with the teachers. The photographs of paintings are also in demand in the schools, but have the largest use by study clubs. A few frames, with removable backs, have been secured, and these are constantly out. The use of these pictures by newspapers for reproduction continues. In cases of earthquakes or other disasters, etc., it is no uncommon thing to see different pictures from the library collection reproduced in two local newspapers on the same day.

Exhibitions in the cases on the second floor have so far as possible been arranged in coordination with the lectures given in the adjoining hall. This was the case with all of the five lectures given under the auspices of the National Society of the Fine Arts. The exhibition of bookplates loaned to the library by Mr. John B. Lerner, a library trustee, attracted much attention. A description of this exhibition was published in the New York Evening Post. The bird arrival bulletins have been maintained from information furnished by the Biological Survey of the Department of Agriculture.

Facilities for exhibitions have been increased by two handsome cases, the gift to the library of Mrs. Crosby S. Noyes. They are at present used for displaying early Washington imprints and books and maps of the District of Columbia. (For report on picture work and exhibitions, see pp. 43-44.)

DEPOSIT STATIONS AND OTHER OUTSIDE AGENCIES.

The deposit stations conducted by outside organizations for the circulation of library books have numbered seven, one of which was open but six months. Partly because of the belief that the system of conducting such ventures by volunteers is from its nature not altogether efficient, and partly because of the objections raised by congressional appropriation committees that in establishing such stations the library had exceeded its legal authority, no new stations have been established. The Noel House station, closed in January, 1908, was reopened in January, 1909. Friendship House station (formerly Rochfort House) was reopened in July, 1909. The circulation from these stations was 28,503 volumes, an increase of 5,923 over 1907-8. As rapidly as possible, all of the books used in station work are being transferred into one traveling library collection, from which they are sent to stations, instead of being permanently assigned to a given station. It is expected that by the use of the motor cycle it will be possible to make exchanges more promptly in future. Reports have been received from the librarians, all of whom are volunteers, unless otherwise stated. Summaries of the work of these stations, arranged in the order of their establishment, follow:

1. The Neighborhood House station (468 N street SW.) is conducted by Miss Emily A. Spilman, of the superintendent of documents' office; circulation, 1,981 volumes, a decrease of 376 volumes.
2. The Noel House station (1663 Kramer street NE.), open the last six months of the year; Mr. Edward S. Gilfillan, volunteer librarian; circulation, 1,544.
3. The Georgetown station (2776 M street NW) is conducted by Miss Mary D. Wightman, of the Library of Congress; circulation 1,575, a decrease of 871.
4. The Colored Social Settlement station, now in a new building near M street SW., is conducted by Mr. Thomas Hungerford, of the library's janitor staff; circulation, 2,685, an increase of 457.
5. The Rosedale station (1627 Fourth street NE.) is conducted by Miss Katharine M. Johnson, of the library's cataloguing force; circulation, 5,998, an increase of 4,123.
6. The Recreation Center No. 1 (Western High School) is conducted by Miss Margaret J. Elgin, of the central library staff, who

s employed by the Washington Playground Association for the work; circulation, 6,565, an increase of 783.

7. The Y. M. C. A. station (1736 G street NW.) is conducted by Mr. Ralph M. Dunbar, formerly of the central library staff, but now paid librarian of the Young Men's Christian Association. The circulation was 8,122, an increase of 4,113 over 1907-8, when the station was open but nine months.

Just before the close of the year, on application from the literary editor of the Evening Star, the library agreed to send a few books on deposit to the editorial offices of that newspaper for use in establishing a "book center" for its messenger boys.

On invitation of the Sunday School Institute of the Protestant Episcopal Church of the Diocese of Washington, the librarian addressed that body on "How to strengthen the Sunday-school library" (published in New York Sunday School Commission Bulletin, June, 1909, pp. 138-141), and offered, with the approval of the library trustees, to the first Sunday school that would turn over to the library funds up to \$50 for the purchase of books, to duplicate the sum and to furnish the Sunday school and exchange as often as desired as many books as the combined sum would buy. One Episcopal Sunday school, that of the Church of the Good Shepherd, has accepted the offer to the extent of contributing \$25, for which it will have as many books as \$50 will buy. Another Sunday school, that of the Grace Reformed Church, has been granted the same privilege. The books have been bought, but will not be sent to the Sunday schools until the autumn. (For detailed reports of stations, see pp. 44-50.)

TAKOMA PARK BRANCH—MUNICIPAL REFERENCE LIBRARY.

The bill designed to authorize the acceptance of \$30,000 from Mr. Carnegie with which to erect a branch building at Takoma Park passed with the Sixtieth Congress, after having been passed by the Senate early in the first session and after securing a vote to report favorably by the House Committee on the District of Columbia. Such favorable action was not secured from this committee until the closing days of the short session; consequently this measure, in common with several other District bills, never came to a vote. The weary tale of efforts continued for nearly seven years to secure authority to accept any part of the sum of \$350,000 offered by Mr. Carnegie in January, 1903, for the purpose of providing branch library buildings as the central building had been provided includes the following steps: The House of Representatives of the Fifty-eighth Congress passed a bill providing for the acceptance of the entire sum and the gradual building of the system, but through a misunderstanding this measure failed to have favorable action by the Senate; the Senate of both the Fifty-ninth and Sixtieth Congresses passed bills permitting the building of the Takoma Park branch building, but the House of both these Congresses failed to take action. Meanwhile the congestion of the service of the public at the central library has passed from the acute to the chronic stage, and the library needs of Takoma Park and other suburbs continue to grow with steady increase of population. As Mr. Carnegie's offer is still open, as the site contributed by the Takoma Park residents is

still available, and as the favorable action of the House District Committee of the Sixtieth Congress seems to offer at least a gleam of hope, it is important that promptly with the convening of the Sixty-first Congress at the regular session energetic efforts be put forth by Takoma Park citizens, library trustees, and commissioners in an attempt to turn the hope so long deferred into a reality.

The recommendation for the establishment of a municipal reference library for the District, to be conducted as under the Public Library, is renewed in the library estimates. The importance of such work is commented upon in Dr. Walter F. Dood's Government of the District of Columbia, 1909, page 281.

ACQUISITION OF BOOKS AND PERIODICALS.

The library possessed 103,194 volumes at the beginning of the year and 114,364 volumes at its close. The accessions numbered 16,127 volumes and the withdrawals 4,957 volumes. The accessions were acquired as follows: Twelve thousand three hundred and four volumes purchased, 3,526 volumes of gifts, and 297 volumes of serials bound. The purchases were acquired from the following funds: Seven thousand five hundred dollars, congressional appropriation; \$4,719.45, desk fund; and \$164.67, donation fund (including \$17.15 Woman's Anthropological Society fund); total for books, \$12,384.12. Subscriptions to periodicals were paid as follows: One thousand and fifty-six dollars and sixty-four cents, desk fund; \$100.10, Henry Pastor memorial fund; and \$23.99, Woman's Anthropological Society fund; total, \$1,180.73. Total for books and periodicals, \$13,564.85.

For the duplicate pay collection there were purchased 738 volumes and 50 copies of four magazines. The expenses of the collection were \$777.41 for books, \$172.75 for periodicals, and \$181.64 for binding, a total of \$1,131.80. Receipts from rental of books and periodicals at 5 cents a week were \$1,249.15. (For report of order department, including classified table of accessions, see pp. 53-54; for financial report, see pp. 63-66.)

GIFTS AND TRANSFERS—DUPLICATES AND DISCARDS.

Elsewhere in this report (p. 61) will be found a full statement of books, pamphlets, periodicals, etc., acquired by gift. Of the 4,869 bound volumes so received, 3,526 were added to the library. Special mention should be made of the gift from the Evening Star Newspaper Company of 274 volumes; also of the government transfers from the United States Bureau of Education of 255 bound and 26 unbound volumes, and from the Library of Congress of 3,155 bound and 4 unbound volumes, 17 pamphlets, and 1,501 numbers of periodicals. In the case of the transfers from the government libraries the material received was selected by this library.

The Hon. James T. Du Bois, until recently a library trustee and now under appointment as United States consul-general at Singapore, continues to send each year the income on \$2,000, or \$100, the proceeds of the Henry Pastor memorial fund. It is expected that the principal of this fund, the revenue from which is devoted to technological periodicals, will ultimately be increased to \$5,000 and established as a permanent endowment.

Unnecessary duplicates and other books not appropriate to this collection received by gift have been forwarded to the Library of Congress for use in its exchange work. Worn-out and discarded books have been sent to the stations of the fire department, the Soldiers' Home, and to the charitable and correctional institutions of the District.

LEGISLATION AUTHORIZING TRANSFERS FROM GOVERNMENT LIBRARIES.

Transfers of books from the Library of Congress and other government libraries to the Public Library, already referred to, have been carried on for a number of years. These transfers have been effected under authority of clauses contained in the legislative, executive, and judicial appropriation act for the fiscal year 1904, as follows:

The head of any executive department or bureau or any commission of the Government is hereby authorized from time to time to turn over to the Librarian of Congress, for the use of the Library of Congress, any books, maps, or other material in the library of the department, bureau, or commission no longer needed for its use and in the judgment of the Librarian of Congress appropriate to the uses of the Library of Congress.

Any books of a miscellaneous character no longer required for the use of such department, bureau, or commission, and not deemed an advisable addition to the Library of Congress, shall, if appropriate to the uses of the Free Public Library of the District of Columbia, be turned over to that library for general use as a part thereof.

In order to have more clearly defined authority for making transfers from the Library of Congress to the Public Library (as well as other government libraries) of both miscellaneous material and material received by copyright, Dr. Herbert Putnam, Librarian of Congress and a trustee of the Public Library, secured the enactment at the last session of Congress of clauses in two laws that are likely to be of great advantage to this library. The legislative, executive, and judicial appropriation act for the fiscal year 1910 contains the following provision:

The Librarian of Congress may from time to time transfer to other governmental libraries within the District of Columbia, including the Public Library, books and material in the possession of the Library of Congress in his judgment no longer necessary to its uses, but in the judgment of the custodians of such other collections likely to be useful to them, and may dispose of or destroy such material as has become useless.

The act "To amend and consolidate the acts respecting copyright" contains the following section:

That of the articles deposited in the copyright office under the provisions of the copyright laws of the United States or of this act, the Librarian of Congress shall determine what books and other articles shall be transferred to the permanent collections of the Library of Congress, including the law library, and what other books or articles shall be placed in the reserve collections of the Library of Congress for sale or exchange, or be transferred to other governmental libraries in the District of Columbia for use therein.

In the foregoing it is expected that the words "governmental libraries" will be so interpreted as to include the Public Library. It is too early to predict how much material may be secured under the operation of this act, but it may reasonably be expected that this library will secure from current and past copyright deposits a large number of books appropriate to the needs of the Public Library.

Such a condition would make it possible for this library to become, more completely than ever before, in a sense, the circulating department of the Library of Congress, to the advantage of both institutions.

The sundry civil appropriation act for the fiscal year 1910 contains the following clause:

That the serviceable books now contained in the Government Printing Office library, except those which in the judgment of the Public Printer should be retained for reference, shall be turned over to the Public Library of the District of Columbia, and that all unserviceable books be condemned and sold as waste paper.

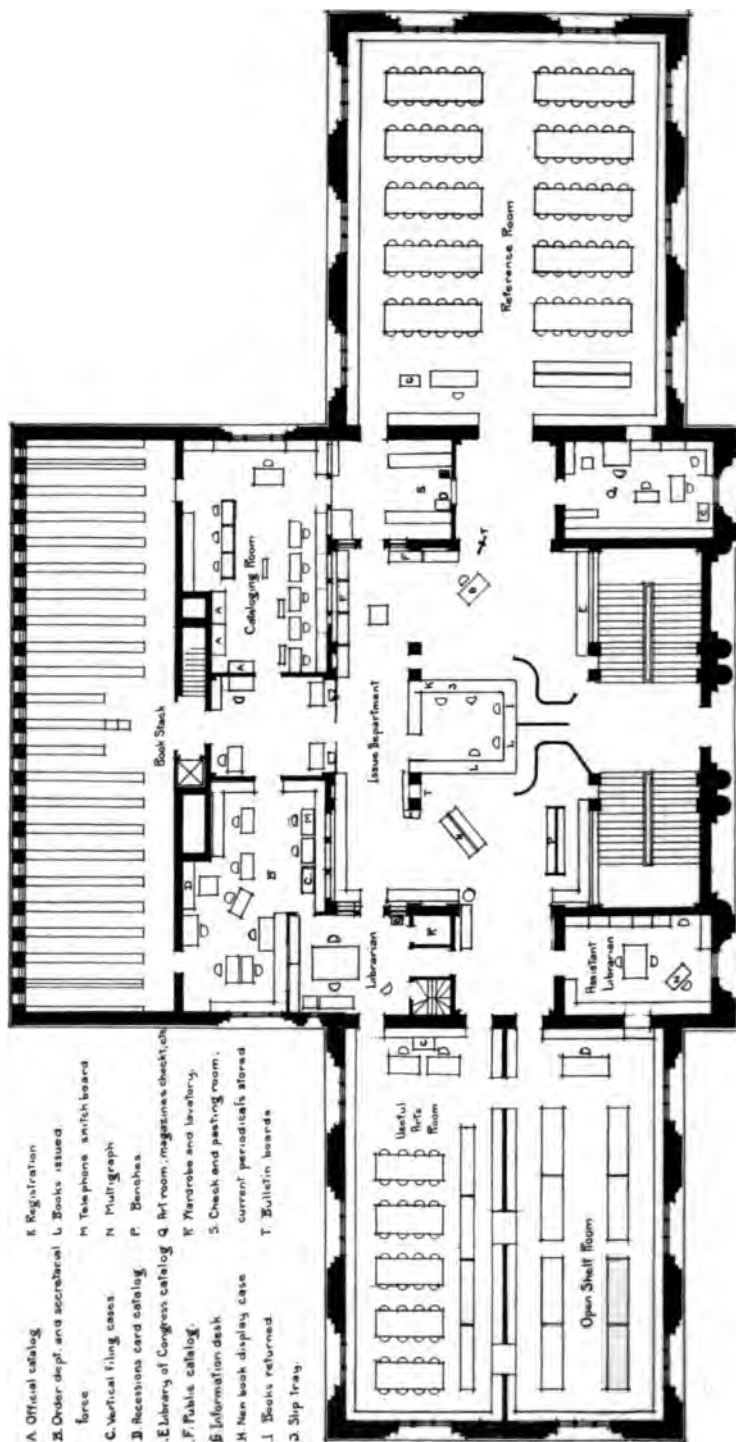
Since the close of the year covered by this report advantage has been taken of this provision. By agreement all of the books in the Government Printing Office library have been transferred, with the understanding that books not in sufficiently good condition to be added to this library should be sent to charitable institutions and that unnecessary duplicates should be sent to the Library of Congress.

EFFECT ON NEED FOR APPROPRIATIONS.

A reading of the foregoing acts at once raises the question of the effect on needs of appropriations for the Public Library, and the first thought is perhaps naturally that the need for increases in appropriations for the purchase of books is likely to be lessened by them. But the operation of previously existing laws, by which many duplicates have been turned over to this library, has not lessened the need for a much larger book fund than the library has ever had with which to purchase many duplicate copies of popular works. On the one hand, the need for larger supplies of duplicates for school and other extension work goes on increasing, and, on the other hand, comparatively few such popular works (e. g., fiction and juveniles especially), and rarely more than one copy of them, would ever be transferred from copyright deposits. The library's book fund would very likely be saved to some extent by smaller necessity for the purchasing of copyrighted books, of which one copy would be sufficient, and, generally speaking, the book fund could be devoted more exclusively to noncopyrighted books, duplicates, books in foreign languages, etc. However, in view of the present inadequacy of the fund, and in view of the need for duplicates for extension work, it is believed that the \$15,000 book appropriation estimated for several years is still an appropriate figure.

By the operation of the foregoing legislation, transferring popular books immediately or ultimately to the Public Library, a number of government libraries, including those of the Bureau of Labor, the Interior Department, Bureau of Education, Treasury Department, Government Printing Office, all of which had some and several of which had large circulation of popular works, have entirely discontinued such service. This means at least a corresponding increase in the demands upon the Public Library, both for books and for service. The turning of all this material, and especially the copyright material, from the Library of Congress to the Public Library means a need for increase of staff to examine the material, in order to choose it wisely, to accession and catalogue it, and to make it available to the public. Almost surely the present staff will prove too small properly

Public Library District of Columbia, 1909.



FIRST FLOOR SPACE AS REDISTRIBUTED.

to cope with material that is expected to come from the copyright transfers.

CATALOGUE DEPARTMENT.

The report of the cataloguing department shows 15,469 volumes classified and catalogued and 16,593 volumes shelf-listed. This is an increase over the high record of the previous year. For the "W" series of the Library of Congress printed cards 276 books were catalogued. From the National Library 41,438 printed cards were received and filed in the depository catalogue. The bulk of these cards has occasioned much shifting; if the present rate of growth continues new filing cases and much additional space will soon be required. The catalogue staff has also furnished the library of the Bureau of Education with author cards covering all educational works in this library. It has also done much necessary recataloguing and reclassification, thereby rendering the catalogue increasingly useful. The force is, however, too small and is too much handicapped by frequent changes in personnel to do all of the work of this sort that is needed. (For detail report of the catalogue department, including inventory record, see pp. 54-56.)

BINDING AND REPAIR WORK.

The binding continues to be as satisfactory as it has always been since the contract has been with Mr. Emerson. Among the new experiments tried have been the covering of newspapers with red rope paper instead of with duck, thereby reducing the cost by half, and the reenforcing at small cost of inexpensive juvenile books before placing them in circulation, thus securing a fair amount of wear from them in their original covers. The gilding of call numbers on all books not likely soon to require rebinding has been continued with satisfaction. The library purchases as many books as possible in publishers' special library bindings and in the strong bindings from the sheets supplied by Mr. Chivers and others. Mr. M. N. Smull, who until his recent appointment to another library, had been in successful charge of this work for several years, prepared an exhibit of this library's binding methods and read a paper on the subject before the District of Columbia Library Association. (For detail report see pp. 56-57.)

CORRESPONDENCE AND OTHER MAIL MATTER.

A record has again been kept of all mail matter sent out by the library. The total was 46,536 pieces, as compared with 44,972 pieces in 1907-8. This total included 10,028 sealed letters, 27,727 post cards, 8,718 packages of library publications, and 63 other packages. The sealed letters included 4,878 dictated letters, 1,020 stenciled letters, 2,842 notices to parents regarding applications from children, and 1,288 miscellaneous communications. Of the post cards, all but 166 were printed forms, but with information supplied requiring much searching.

PUBLICATIONS AND PUBLICITY.

The Monthly Bulletin of new accessions and reference lists continues to serve its purpose very well. As always, it is made up of

matter which has previously been run in the columns of the Saturday issues of the Evening Star. Practically all other printed matter issued during the year has been printed by the multigraph. By this useful device the Educational Bulletin and a large number of book lists have been issued. These are mostly single-page lists, but have also included several 4-page lists and even one 10-page list. A large proportion of the library's circular letters, blanks, and forms are now printed on this machine; in the case of form postals, call slips, etc., by the use of electrotypes. This plan has proved an economy of time and money.

The library has continued to find the columns of the local newspapers hospitable in furthering its enterprises.

LIBRARY STAFF AND APPRENTICES.

The resignations from the staff during the last fiscal year numbered 18—9 library assistants, 6 pages, 1 library guard, 1 janitor, and 1 charwoman. It is believed that the increases in the salaries of attendants, effective July 1, 1908, have in a measure helped to check resignations. However, the losses from the library staff proper (exclusive of building force, messengers, and pages) were 22½ per cent of that force. This is an improvement over 1906-7, when they were 33½ per cent, and over 1907-8, when they were 25 per cent of those forces. Nearly all the resignations of the past year were from the library's better-paid positions, from which most of those resigning went to accept higher salaries. Especially to be regretted was the loss of Mr. Carl P. P. Vitz, whose service as assistant librarian for the last two years has been particularly acceptable.

The librarian is glad to testify to the intelligence, the energy, the enthusiasm, and the harmony that have characterized the work of the staff.

The fortnightly meetings of heads of departments have been continued with profit to the service. Most of the members of the staff belong to the District of Columbia Library Association, to which the library continues to act as host. Six members of the staff attended the annual conference of the American Library Association at Bretton Woods, N. H., June 28-July 3, the librarian and the chief of the book-order department wholly, and the four other members of the staff partially, at library expense. The librarian also attended the joint meeting of the Pennsylvania and New Jersey library associations at Atlantic City, March 19-20.

In the library's fifth annual apprentice class, 7 persons completed the course and received certificates to that effect. Thus far 6 of them have been employed by the library either on its permanent roll or as substitutes. The report on the apprentice class is found elsewhere (pp. 57-58). With it is given a summary of the 5 apprentice classes thus far conducted by the library. It appears that 82 persons have been examined, 63 passed entrance examinations, 18 withdrew or were dropped, 45 completed their course or were appointed prior to its completion, 42 have received appointments to the staff of this library, 13 to staffs of other libraries, and that 30 were on July 1 in the service of this library. These figures show the utility of the plan for this library.

BUILDING NOTES.

During the year most of the walls and ceilings of the library were repainted. Lighter tints than formerly were used, with resulting improvement in appearance and in lighting. If funds prove sufficient, the remainder of the interior should be repainted the coming year. The lighting of the delivery, children's, open-shelf, and reading rooms has been greatly improved by the use of 32 candlepower (40 watt) tungsten lamps throughout for general illumination. The main reference room and the children's room have gained most by these improvements. The gloom of the former has been dispelled, and the latter has been made an especially attractive room. By certain reassignments of space which will be practicable in the autumn, it will be possible to utilize an adjoining room as an office for the children's librarian and as a story-hour room. At slight expense a stack room for storing the school duplicates can be installed in the large basement corridor. What is especially much needed to render the children's department most nearly satisfactory is to cut through an outside entrance to the southeast corner of the room, so as to avoid the necessity for approaching it through the long basement corridor which, even when well lighted, is somewhat "spooky" for children. By a relocation of the locker room for women employees it has been possible to fit up an attractive rest room. It has been a matter of great satisfaction during the past year that the library has had its own police officer.

Mount Vernon Square has been much improved by having the grounds inclosed by copings. It is hoped that walks to the east and west and from the front to the rear will come next. These improvements, in common with the entire reservation, are in charge of the United States Superintendent of Buildings and Grounds. It is stated that drinking fountains are also to be installed on the square.

ESTIMATES FOR RUNNING EXPENSES.

The estimates of the trustees for the fiscal year 1910-11 have already been adopted. As regularly printed in the trustees' report (pp. 10-12) they are arranged to conform with the current appropriation act. The same items are here rearranged in accordance with the administrative organization of the library service.

Estimates for running expenses.		Recom- mended 1910-11.	Appro- priation 1909-10.
I. Library and building force:			
1. Administration department:—			
Librarian	\$5,000	\$3,250	
Assistant librarian	1,800	1,500	
Librarian's secretary	1,000	900	
2 stenographers and typewriters (in place of 1 at present)	1,440	720	
Copyist	480	480	
Messenger	480	480	
2. Order department—			
Chief (new)	1,200		
Assistant (new)	720		
Assistant	540		540
Assistant	480		480

Estimates for running expenses.		Recom- mended 1910-11.	Appro- priation 1909-10.
I. Library and building force—Continued.			
8. Catalogue department—			
Chief (new)	\$1,500		
Cataloguer	900		\$900
Cataloguer (new)	840		
Cataloguer	720		720
Cataloguer	600		600
3 cataloguers (now called temporary cataloguers), at \$540	1,620		1,620
Assistant	480		480
4. Binding department—			
Assistant (new)	720		
Collator	480		360
5. Reference department—			
Reference librarian	1,200		1,000
Assistant	720		720
Assistant	540		540
Page	360		360
6. Useful-arts department—			
Chief (new)	1,200		
Assistant	720		720
Page	360		360
7. Information bureau—			
Assistant	1,000		1,000
Assistant	600		600
8. Periodicals department—			
Assistant (new)	900		
Assistant	540		540
Page	360		360
9. Children's department—			
Children's librarian	1,200		1,000
Assistant	720		720
Assistant	600		600
2 attendants, at \$540	1,080		1,080
Page	360		360
10. Schools and stations department—			
Chief (new)	1,000		
Assistant (new)	600		
Page	360		360
11. Circulation department—			
Chief	1,500		1,200
First assistant (new)	900		
Assistant	720		720
2 assistants, at \$600	1,200		1,200
2 attendants, (new), at \$600	1,200		
4 attendants, at \$540	2,160		2,160
5 attendants, at \$480	2,400		2,400
Messenger	480		480
6 pages, at \$360	1,800		1,800
12. Municipal reference librarian (District building)	1,200		
13. Building force—			
Engineer	1,200		1,080
Fireman	720		720
Workman	600		480
2 janitors, at \$480	960		960
Library guard	720		720
2 cloakroom attendants, at \$360	720		720
6 charwomen, at \$180	1,080		1,080
II. Employment of substitutes and other temporary service	1,000		1,000
III. Sunday opening	2,500		1,700
IV. Purchase of books	15,000		7,500
V. Binding	4,000		3,500
VI. Fuel, lighting, fitting up building, and other contingent expenses	8,000		8,000

Here and there this report has contained statements and arguments of the need for a larger staff, for better salaries, and for an increase in the book fund. In addition to these scattered references and to the specific notes given under each item of increase in the formal estimates of the trustees, the following general considerations are offered:

The foregoing report has shown that the use of the library, as measured by home circulation, has increased 23 per cent during the last year. It may also be confidently stated that the quality of all of the work of the library has not only been maintained but has constantly improved. During the last two years, however, the force

of regular employees has increased less than 5 per cent (63 employees in 1907-8 and 66 in 1909-10). Acknowledgment is made of the receipt of the annual appropriation of \$1,000 for the employment of substitutes. This is much appreciated and is affording substantial assistance during the summer vacation season and will be valuable in cases of illness; but it is essentially an emergency appropriation and does not increase the staff available for regular work.

This report has instanced the discontinuance of the circulation of music rolls—not because this was no longer considered a valuable and appropriate service, but because of practical inability to maintain it in the face of the rapidly growing book circulation. It is feared that unless there is some means found for increasing the staff, that action must soon be typical of the policy of the library; that is, it must perforce become one of simply trying to hold its own rather than one of expansion and extension of service. Such a policy no more comports with progressive ideas of library administration than it does with progressiveness in journalism or banking or commercial life generally. Even more perhaps than in business does the professional spirit impel the extension of benefits to a constantly increasing number.

Inasmuch as the needs most urged a year ago remain practically untouched by appropriations, they only require to be repeated with the added arguments of the greater discrepancy between force and work done resulting from the past year's record. The book order and catalogue forces are understaffed and underpaid and altogether inadequate to take care of the books that are likely to come from the operation of the clause in the new copyright law providing for transfers. The useful arts department has again more than justified its utility, though it was started and has always been conducted with an insufficient force. It is especially important to secure an appropriation for a well-paid chief of this department, properly to meet the demands which the public makes upon it. At present the assistant librarian, whose full time is needed for administrative work, is obliged to devote too much of his attention to this department. The work of the children's department calls loudly for an increased force, as does the expanding work of circulation of books through the schools. In fact at practically every point in the service is there a requirement for more workers, with special need for those receiving the more advanced salaries.

In concluding this account of his fifth year of work in Washington, the librarian desires to record his profound satisfaction with the interest in the work of the library and confidence in and cordial support of the librarian which the trustees habitually manifest.

Respectfully submitted.

GEORGE F. BOWERMAN,
Librarian.

THE TRUSTEES OF THE FREE PUBLIC LIBRARY.

EXTRACTS FROM REPORTS OF DEPARTMENTS.

Precedent to the writing of the foregoing report of the librarian, the heads of the various administrative departments of the library service furnished detailed statements, including statistical tables, of the work of which they are in immediate charge. The following extracts from these departmental reports cover matters omitted from or having but slight mention in the librarian's report.

CIRCULATING DEPARTMENT.

Miss Grace B. Finney, chief of the circulating department, reports as follows on the work of home circulation, registration, the open shelves, and on methods used to improve the quality of circulation.

The fiscal year showed an increase of circulation in the adult department of the central library of 48,908 over last year. That this extra amount of work, with the introduction of several new activities, was handled by the same number in the department is largely due to the fact that fewer changes have been made in personnel.

The largest day's circulation was February 20, on which day 3,291 books were issued. The smallest day's circulation was December 22, when 746 books were issued. On seventeen days the circulation was over 2,000; on eighteen days over 2,500; on two days over 3,000. On twenty-five days over 600 books of adult nonfiction were issued; on seventeen days over 700; on two days over 900; and on one day over 800. There have been a number of days when the books of fiction issued have not exceeded the nonfiction more than 130 to 200. The statistics of holidays show an increase of 242 volumes circulated over last year. Lincoln's Birthday, a special holiday, on which 1,773 books were issued, is not included in this increase. The main statistics of circulation are brought together in the following table:

Statistics of circulation.

	1907-8.	1908-9.	Increase.
Total circulation, including stations and schools.....	506,476	591,704	86,228
Total circulation, including stations, schools, and music rolls.....	506,598	603,861	96,763
Total circulation, including stations, schools, music rolls, and pictures.....	523,699	646,201	122,502
Circulation:			
Central library (books only).....	476,293	542,130	66,837
Deposit stations (books only).....	22,640	28,508	5,928
Schools and playgrounds (books only).....	6,608	21,126	14,528
Music rolls.....	1,122	11,657	10,685
Picture collection.....	17,101	42,840	25,739
Average daily circulation, central library (books only).....	1,582	1,743	161
Average monthly circulation, including stations and schools (books only).....	44,911	49,325	4,414
Monthly increase (books only).....	4,789	4,897	
Yearly increase (books only).....	24,013	86,218	
Percentage of increase (books only).....	5	17	
Yearly increase (books, music rolls, and pictures).....	40,573	122,602	
Percentage of increase (books, music rolls, and pictures).....	8	23	
Days open for circulation.....	301	311	

* Closed eleven days in January, 1908, on account of smallpox.

A messenger is sent out every afternoon, weather permitting, to collect overdue books. During the past year 287 calls were made, 120 books collected, and 34 persons who had moved were not located. Bills were mailed for 44 books reported lost, 37 of which have been paid for through such notices. Fifty-nine

books borrowed and never returned in 1907 have been marked lost in this year's inventory.

Copies of 15 different periodicals circulated. The demand for more copies was so urgent during the fall that extra copies of Harper's, Century, Scribner's, and Atlantic Monthly were subscribed for and placed on the same basis as the duplicate pay fiction. At the expiration of six weeks they are taken off the pay list and made free copies.

Since November the department has sent withdrawn adult books and periodicals to the following institutions: Police headquarters and stations, Marine Barracks, Washington Asylum, Freedmen's Hospital, Emergency Hospital, George Washington University Hospital, Georgetown University Hospital, Florence Crittenton Mission, fire department headquarters and 34 stations, United States jail, and United States Soldiers' Home Hospital. The number of books sent was 3,122 and periodicals 1,342.

The following figures show a portion of the clerical work accomplished: Pockets of rebound books marked, 5,115; book cards rewritten, 5,993; labels removed from seven-day books, 710; total, 11,818.

A list of nonfiction reported "out" more than four times a month is made each month, and a copy furnished the order department to duplicate such books as are needed.

The following table shows the number of postals mailed by months:

Postals mailed July 1, 1908-June 30, 1909.

	1908.					
	July.	August.	Sep-tem-ber.	Octo-ber.	Novem-ber.	Decem-ber.
Reserves:						
Fiction.....	150	123	129	352	277	169
Nonfiction.....	110	140	154	225	213	224
Total.....	260	263	283	577	490	393
Recommended books	5			6	4	20
"Always out" books.....	10			40	5	17
Delinquent notices	877	834	926	1,041	1,230	1,540
Reregistration	475	559	459	999	595	862
Total.....	1,887	1,919	1,961	3,240	2,814	3,226

	1909.						Total.	Per cent.
	Janu-ary.	Feb-uary.	March.	April.	May.	June.		
Reserves:								
Fiction.....	215	192	196	175	150	127	2,254	46
Nonfiction.....	310	302	313	306	203	190	2,690	54
Total.....	525	494	508	481	353	317	4,944	
Recommended books	22	17	26	54	43	42	289	
"Always out" books.....	12	8	14	17	17	15	155	
Delinquent notices	918	1,030	1,398	1,201	1,221	1,116	13,332	
Reregistration	934	728	640	1,198			6,449	
Total.....	2,936	2,771	3,094	2,432	1,967	1,807	30,063	

^a Discontinued.

Books on history were requested by the Western, Eastern, Central, and Business High schools. Three high schools reported a home circulation of 592. No record was kept of the remaining two schools.

The health department follows the method of last year in sending daily reports of contagious diseases and names of books taken by the department from homes in which contagious diseases exist. Receipts are furnished by the health department to borrowers from whom the books are taken. These receipts, when presented at the library, entitle the holders to duplicate cards without delay in cases where the library has failed to receive word of the removal of the books. The increased number of responses to notices mailed by

the library the past year has been noticeable. Notices numbering 243 were mailed to houses where contagious diseases existed; 61 books were fumigated and 19 books destroyed by the health department. Where books have been returned by borrowers and not by the health department with the statement that they have been fumigated precaution is taken to have such books fumigated at the library.

The issuing of music rolls was discontinued, with reluctance, on April 1. During nine months 11,657 rolls were issued to 222 card holders. The demands made upon the assistants in the circulation department, where 10 to 30 rolls at a time had to be issued to several roll borrowers, occasioned excessive delays. The useful arts department offered to relieve the department by shelving and issuing the rolls from that room, but the work soon proved a heavy burden there. The rolls also began to show wear, and rather than allow the collection to become unsatisfactory, it was decided to discontinue their circulation and store the collection until better provision could be made to handle them and increase the number.

The following tables of circulation, fines, etc., cover the central library, stations, schools, etc.

Circulation by months and classes July 1, 1908, to June 30, 1909.

1908.						
	July.	August.	Septem-ber.	October.	Novem-ber.	Decem-ber.
General works	1,732	1,767	1,870	1,866	1,797	1,591
Philosophy	246	294	330	375	399	363
Religion	194	192	187	245	328	302
Christianity	214	192	238	257	304	275
Ecclesiastical history	58	32	64	80	75	68
Biography	931	808	824	1,066	1,386	1,345
History	964	897	983	1,517	1,851	1,592
Travel	1,331	1,380	1,446	1,728	2,081	1,802
Social and political sciences	866	956	1,071	1,421	1,404	1,325
Natural sciences	1,103	1,088	1,321	1,538	1,670	1,633
Useful arts	899	1,043	1,124	1,198	1,389	1,306
Recreative arts	379	449	433	498	510	556
Fine arts	494	525	602	717	880	870
Language	245	310	340	410	523	568
Literature	2,392	2,225	2,418	2,792	3,345	3,267
Book arts	308	289	353	435	486	428
Fiction	28,565	27,497	26,672	29,085	31,197	29,881
Total	40,921	39,944	40,276	45,228	49,625	47,171
Average daily circulation	1,532	1,545	1,555	1,675	1,985	1,710
Per cent fiction	69	69	66	63	62	68

1909.							Total.
	Janu-ary.	Febru-ary.	March.	April.	May.	June.	
General works	1,840	1,894	2,223	2,192	1,959	1,912	22,643
Philosophy	380	377	413	370	323	285	4,155
Religion	340	388	402	313	283	266	3,440
Christianity	288	623	683	659	578	492	4,808
Ecclesiastical history	116	105	114	82	98	54	976
Biography	1,785	1,999	1,898	1,585	1,241	1,069	15,887
History	1,861	2,015	2,109	1,668	1,411	1,075	17,948
Travel	2,085	2,092	2,486	2,258	2,017	1,819	22,535
Social and political sciences	1,542	1,404	1,544	1,406	1,150	925	15,014
Natural sciences	1,916	1,586	1,781	1,502	1,409	1,123	17,670
Useful arts	1,500	1,494	1,622	1,586	1,267	1,176	15,603
Recreative arts	611	424	528	408	384	327	5,507
Fine arts	1,020	1,049	1,125	925	800	677	9,684
Language	614	559	534	496	397	364	5,360
Literature	3,831	3,831	4,290	3,857	3,509	2,900	38,657
Book arts	531	494	487	516	420	366	5,113
Fiction	33,246	32,627	35,010	32,836	30,324	28,658	365,589
Schools and playgrounds							21,139
Total	53,536	52,961	57,249	52,609	47,570	43,488	591,704
Average daily circulation	2,062	2,207	2,202	2,023	1,829	1,673	1,902
Per cent fiction	62	61	61	62	63	66	68

Monthly statement of fines, etc., July 1, 1908, to June 30, 1909.

	1908.					
	July.	August.	Septem-ber.	October.	Novem-ber.	Decem-ber.
Fines	\$244.78	\$211.36	\$244.68	\$304.47	\$320.30	\$327.14
Duplicate collection	93.65	68.90	75.05	98.55	107.65	121.25
Reserves	4.80	5.60	6.86	11.88	9.64	8.46
Reissued cards	10.20	9.30	9.50	13.40	14.75	11.30
Books lost and injured	10.84	25.36	9.16	9.98	5.35	8.92
Sale of catalogues10	.20	.30	.15	.10	.15
Money found in building25					
Total	364.12	340.72	345.55	433.43	457.79	477.22

	1909.						Total.
	Janu-ary.	Febru-ary.	March.	April.	May.	June.	
Fines	\$298.75	\$291.44	\$332.86	\$327.80	\$313.37	\$298.39	\$3,510.34
Duplicate collection	119.75	106.50	115.30	107.75	115.10	104.70	1,249.15
Reserves	10.30	9.14	10.32	8.38	6.78	5.42	97.58
Reissued cards	12.50	10.70	10.70	9.05	7.10	8.90	127.40
Books lost and injured	11.41	4.91	18.82	2.30	7.16	9.08	122.79
Sale of catalogues15	.30	.25	.10	.30	.25	2.35
Money found in building25
Total	447.86	422.99	488.25	455.38	449.81	426.74	5,109.86

REGISTRATION.

The registrations for the year were: Adult, 11,553; juvenile, 3,384; deposit stations, 850; a total of 15,784, as against 15,313 during the previous year. The net gain was 2,411. The sending of postals notifying borrowers of the expiration of their cards with an invitation to reregister has been discontinued. With a large floating population, large numbers of these postals were returned unclaimed. The number of reissues has not thereby been decreased.

The number of males registered in the adult department was 4,999, females 6,554, or 1,555 more females than males. The privilege of drawing books on deposit of \$5 was granted to 71 strangers, 66 of whom have withdrawn their deposits. Among the number who availed themselves of this privilege were several well-known authors, actors, and visitors from England, Holland, Greece, Russia, and South America.

Post-card views of the library were placed on sale at the registration desk in November. The object in selling these cards is to have an available fund on which to draw for the purchase of flowers to be placed in the public parts of the library at holiday seasons; \$7.64 has been realized, of which amount \$4 was reinvested in cards and \$3.64 was spent for flowers at Christmas and Easter holidays.

Statistical report of registration July 1, 1908, to June 30, 1909.

Gross registration June 30, 1908	86,013
Total number of cards in force June 30, 1908	49,625
Registration:	
Main library	14,934
Deposit stations	850
Total additions	15,784
Nonfiction cards issued	11,798
Teachers' cards issued	422

Privilege cards issued.....	77
Music-roll cards issued.....	113
Total number of cards issued.....	28,187
Deductions:	
Expired to date.....	13,210
Left town	137
Deceased	25
Canceled	1
Total	13,373
Net increase in registration.....	2,411
Gross registration June 30, 1909.....	100,947
Total number of cards in force June 30, 1909.....	51,187
Average registration per day.....	43
Lost cards:	
Duplicates made.....	1,274
Amount realized.....	\$127.40

OPEN SHELVES.

Selections from the following classes have been shelved in the lobby and open-shelf room: In the lobby, foreign literature (French, Italian, Spanish, and all German fiction), domestic science, literary history and criticism, travel, including Italy, Ireland, Scotland, Switzerland, England, Holland, France, Germany, Russia, Egypt, Persia, Spain; in the open-shelf room, biography, Christianity, social and political sciences, natural sciences, games and sports. Four thousand one hundred and seventy-six volumes circulated from the special collection of 850 volumes of biography, or 42 per cent of the entire biography circulation. Books on Christianity were kept on open shelves five months.

A new case, more convenient and much larger, replaced the small revolving bookcase in the lobby. In it are kept selections from all new additions of non-fiction, dated to circulate from this case three months.

The increase in the circulation of the classes on open shelves follows:

	1907-8.	1908-9.	Increase.	Decrease.	Percent.
Biography.....	5,879	10,012	4,133		41
Christianity.....	2,688	4,372	1,684		39
Travel.....	13,533	12,666		872	
Social and political sciences.....	10,732	13,769	3,037		28
Natural sciences.....	10,426	14,150	3,724		35
Recreative arts.....	2,634	2,781	147		6
Literature.....	23,581	27,156	3,575		15

METHODS EMPLOYED FOR IMPROVING QUALITY OF READING.

The open-shelf room, in which practically all adult fiction is shelved, has had supervision afternoons, evenings, and three mornings a week during the year by regularly assigned assistants from the circulation department. Those engaged in this work resolved themselves into a book review club, meeting once every week. Outlines of books are prepared and read, followed by general discussions of stories and by annotations. This has enabled the assistants to gain more knowledge in suggesting books, ability to give a reader a few salient points of a story to arouse interest, and knowledge of all books on special lists compiled by the department.

The lists compiled for distribution have been short stories, Christmas stories, detective stories, ghost stories, Lincoln, classic American essays, classic English essays, modern American and modern English essays. The short stories, Christmas stories, and Lincoln list were used by pupils for school reading. A number of lists from other libraries have been mounted and are kept in a cabinet on the desk for ready reference. Reference books of fiction are also kept on the desk.

A daily record is kept by each assistant while in the room. In it are noted her impressions, books most in demand, books read by young girls and boys, and reasonable complaints. These notes are carefully gone over each month and

used as aids for the duplication of books, betterment of the work, etc. Books for boys and girls who have outgrown the children's room are brought together in one place to encourage better reading. These books are mostly the standard novels recommended by high schools and similar authorities. The need of such a collection has been shown by the fact that the cases have required almost daily attention to keep them filled.

A special feature has been the notice taken of author's birthdays, beginning last September. Five authors whose birthdays occur within a month are selected and picture bulletins showing homes, scenes, or incidents from their writings, members of their families, etc., are hung over the case containing the books by and about each one. The appreciation shown warrants continuing such a plan another year. The number of books in the collection varied each month from 87 to 135. The circulation during nine months was 2,580.

BUREAU OF INFORMATION.

Miss R. Lionne Adsit, who came from the New York State Library School a year ago to take charge of this work, reports as follows on the bureau of information:

As heretofore indicated, the function of this department is to do reference work with the books that circulate, to assist readers in using the catalogue, in selecting the books from the open shelves, and to pick out for them what seems the best or the most comprehensive or the most condensed book on any particular subject that is otherwise unavailable.

The wide range of information given may be suggested by a few representative questions asked: The system of school government and the school officers in the Philippines; business life in the twelfth century; when, where, and by whom was the first ironclad built; names of ten noted educational institutions and their presidents; a humorous five-minute speech; the author of "Why should the spirit of mortal be proud?" when was the first dictionary published in America; the civil-service laws; books on show-card writing, massage, new thought, ghost stories, limericks, French queens.

Lists are frequently prepared and courses of study suggested in preparation for examinations or for serious or pleasurable reading; as those on tithes and tithing; schools in Paris; child labor; Russian art; Aztecs; statues of woman.

To keep more closely in touch with the schools, blanks have been distributed among the pupils about to leave, introducing them to the chief of this department, who may thus assist from the first in securing cards, in selecting their books, and in making the library attractive.

Slips upon which books are to be recommended for purchase by borrowers and those whereon the books "always out" may be brought to the attention of the librarian, are kept at this desk. Criticism, favorable or unfavorable, is welcomed here and is reported to the proper place for action. To enable readers to see comments on the new books, the Book Review Digest, published monthly, is at hand here.

Work has been much facilitated by the use of an outside telephone at the desk and calls from this source are constantly increasing.

The picture work is under the direct supervision of Miss Moore, who is attached to this department. She reports upon it elsewhere.

REFERENCE DEPARTMENT.

Miss Grace E. Babbitt, reference librarian, reports as follows on the work of the reference department:

This year is the first in which the personnel of the staff of the department has remained unchanged. The good effect of this continuity of service is shown in the large amount of detail work accomplished. This work, which of necessity consumes much time, is a great saving when the rush hours come on, making instantly available material which must otherwise be hunted for.

The valuable bibliographies brought out by the Library of Congress have all been checked up to date, also a large number of the more important bibliographies from other sources. The work of reorganizing the teachers' library was done, as far as possible, in this department. Complete shelf lists have been made of the books in the room, copied from the official shelf list. These serve

as a rough class catalogue, right at hand, and are of great assistance in taking inventory and keeping track of the two special collections in the room, which are duplicated by circulating books.

These collections are interesting and increasingly used. The first began with copies to be kept in the room of the circulating books that had to be sent for, sometimes several times a day, and has been added to slowly, to meet actual needs. Besides its first use it is an important aid to good reading, as people go to these shelves sure of finding good and interesting books on a large variety of subjects. The books are used extensively by high-school pupils.

The teachers' library has been built up on purely pedagogical and psychological lines from the best professional lists available. It is hoped that the teachers will realize that the best books devoted to their interests are always in the reference room. A normal-school teacher said she found the great advantage of looking over such a selected list of books to decide which she wanted to call for at the issue desk.

The most interesting work continues to be that with the upper grammar grades and high-school pupils. As the library and the schools come closer together, the pupils as well as teachers come more freely to the reference room. All the books in the list of required and supplementary reading are to be had in the room during the term. If not in the various collections or anthologies, copies are temporarily withdrawn from circulation and kept in the room for school use.

The fact that the department is becoming better known is evidenced by the number of telephone calls asking help or information on all sorts of questions. In addition, heads of departments in the various branches of government service frequently send here for books or periodicals. Individual employees of the Government have always used the room a great deal. Much preparation for civil-service examinations goes on in this department. One man took home several years of the Review of Reviews, one at a time, in preparation for consular service. The file of clippings relating to the city or District from newspapers and magazines is steadily growing and is becoming better known. Reporters and correspondents are much pleased with it, and some of the high-school pupils find better material here than anywhere else for debates or essays.

A number of people doing more or less original work in literature come constantly to the reference room. One interesting piece of work was on a new edition of Lorna Doone for school use. The editor wanted material about Blackmore's friends, the vicissitudes of novelists, comparison of Blackmore's and Scott's description, the Great Plague in London, English history at the date of the story, Eton, Harrow, and other schools. From the multitude of literary and scientific people in this city the library receives a due proportion of visits. While its field is entirely different from the scientific libraries, there are things here which even specialists come for. The one specialization, that of everything relating to the District, is of great service and includes, or it should, things not to be found elsewhere.

The collection of "travel literature" arranged in racks in the room during the spring and summer months has been better than ever this year. Some of the folders have really beautiful pictures, and besides their valuable information and help in deciding on summer plans are much appreciated by teachers and pupils for illustrations.

The Sunday use of the reference room is steadily increasing. It is estimated that there are 25 per cent more visitors to the room per hour during the seven hours in which it is open than the twelve-hour week days.

The number of readers coming to the reference room in 1907-8 was 121,420. During the past year the number was 119,459. The decrease was due in part to the fact that the room was closed for a week in April while the walls and ceilings were repainted, a much-needed improvement, and, further, this was inauguration year. Not only was the building closed on March 4, but the attendance noticeably decreased for a week before and after that date. But the chief cause is the new vagrancy law. A decided decrease was evident last year in the number of men who came to the room, amusing themselves with the illustrated magazines and never calling for or reading books. The falling off of this class of users, or misusers, of the library, renders the room much more desirable for those who wish to read or study. The benefit of the stringent vagrancy law is realized when one considers the large number of school boys and girls who come to the reference room, and find it more pleasant and wholesome because of this weeding out.

Public Library District of Columbia, 1909.



READING AND REFERENCE ROOM, MAIN FLOOR.



The number of books brought to the room during the year was 19,395, as against 23,493 the year before. As a matter of fact, more serious reading was done during the year than ever before, owing to the growth of special collections, noticed above, and shelved in the room.

The following table shows the number of readers in the room during the year and the number of books brought from the stacks:

Month.	Week days and Sundays.		Sundays only.	
	Readers.	Books.	Readers.	Books.
1908.				
July.....	7,040	768	583	96
August.....	7,040	1,021	798	109
September.....	8,920	1,354	844	141
October.....	11,866	1,757	893	184
November.....	12,059	1,825	1,297	169
December.....	11,349	2,113	1,110	220
1909.				
January.....	11,564	2,125	1,360	274
February.....	11,586	1,855	1,026	163
March.....	12,013	2,255	1,092	212
April.....	9,203	1,687	897	142
May.....	9,282	1,604	1,020	189
June.....	7,637	1,131	671	96
Total.....	119,459	19,395	11,591	1,947

THE USEFUL ARTS DEPARTMENT.

The following report on the work of the useful arts department was written by Mr. Carl P. P. Vitz, who was in charge of the department until his resignation near the close of the fiscal year. The statistics have been supplied by Mr. Joseph L. Wheeler, who came from the New York State Library School to succeed Mr. Vitz as assistant librarian, as well as to have charge of the work of this department.

In reviewing the work of this department for the year just closed, the first complete fiscal year of its establishment, the gain in the amount and scope of its activities is very apparent. The appended statistical report will give the figures for the year, all showing large increases. Among these is to be noted especially the great gain of 4,043, or 39 per cent, in the circulation of books from classes R. S. T, and U, comprising agriculture, the engineering branches, and the mechanic trades. This is the more remarkable in view of the large gain noted last year. The applied-art books also have been increasingly used, but figures can not be cited for them, as they are included with those for the pure arts, e. g., painting and sculpture. The circulation of back numbers of periodicals currently received in this room has met with favor. During the year 2,814 were loaned for home use. Many were for one or more years back, which demonstrates the advisability of keeping back numbers on file, even though they be not bound. With a little care they are just as available in this form and at a great saving in cost. The indexes to individual unbound volumes are kept in an alphabetical arrangement at the desk and often prove helpful in looking up material. A record was made during the year of all our periodical resources, listing in one place all the periodicals that we have, whether they are bound or unbound and where they are shelved. It is very useful.

The list of periodicals received has been increased and strengthened. Many are the gifts of publishers or of friends; others were added by subscription. Last fall the list was thoroughly revised. Periodicals whose value we questioned were removed temporarily from the room. It may be explained that the periodicals are shelved on top of the cases in pamphlet boxes flat on the side, the recent back numbers in the box and the current number in a binder on top of the box. After these were removed the empty pamphlet box was marked "Temporarily removed—Inquire for at desk." In this way we were

able to gauge the demand for these more doubtful titles and to make a decision as to which to discontinue.

Some important additions have been made to our periodical sets. Among these are runs of the transactions of the American societies of civil, mechanical, and electrical engineers; *Zeitschrift des Verein für Deutsche Ingenieure*, Transactions of Illuminating Engineering Society, Academy Architecture, Architectural Record, Science, Forestry and Irrigation, and almost a complete set of Engineering News. A number of these were by gift. A list of some important sets available in this department has been posted, numbering some thirty more or less complete files of valuable periodicals. An interesting gift was that by Professor Munroe, of George Washington University, which consisted of his rather large collection of trade catalogues. This was merged with that of the library.

During the year four large cases were brought into the assistant librarian's office, in which are shelved the more valuable books of this department and back numbers of periodicals much in demand. This makes of this room a very convenient annex to the department.

An important part of the work of the year was to round out the collection and to build it up along the lines of greatest demand. On business subjects and decorative art and applied ornament many books were added. A number of portfolios of design, especially 11 volumes of *Dekorative Vorbilder*, 6 of *Moderne Stil*, and 3 of *Keramic Studio*, were bound. These are used a great deal and on occasion are loaned for home use. In this connection it might be mentioned that bound volumes of the Shorthand Writer and of the Phonographic World for a number of years back prepared for circulation have been very popular. In selecting for purchase, the reviews in the Engineering News, Engineering Digest, and other periodicals, as well as lists and bulletins published by other libraries, were our main reliance. Advice was freely sought from patrons also. The chief need now in the department is to keep it up-to-date by adding authoritative works as they are published and to develop the demand for them. A few minor subjects still seem to be covered inadequately, such as architectural drafting, mining engineering, shipbuilding, and higher mathematics.

To the trade catalogue collection were added 1,146 catalogues. The method of securing and taking care of this material may be of interest. When our attention is called, either by an advertisement or by inquiries on the part of the public, to some firm whose catalogues seem desirable, a form letter adapted to the nature of the firm's products is mailed asking them to send us their catalogues and bulletins. This is done by a stenographer. Her authority is a card furnished by the useful-arts department, headed with the name of the firm and its address and with instructions as to which form to use. When the catalogue is received it is acknowledged on a special-gift form. It is then sent to this department with the original card. Subject headings are next assigned and the catalogues shelved in their alphabetical places on the shelves, while on the card are entered the headings chosen and the date of receipt. The card is then filed alphabetically into the firm index. A list of subject headings with some cross references is also kept.

An examination of the past inventory records showed that many of the books lost were of the so-called "pocket-book" type. To guard them better it was decided to keep them in a locked case and to hand them out only on application. This seems to have solved the problem.

Our experience with a clipping index to periodical literature may be of interest. We cut up and mounted on classified sheets the references to periodical articles in the Engineering Magazine Index, Engineering Digest, and Engineering-Contracting, combining thus 36 monthly indexes into one. The classification adopted was essentially that used in the Engineering Index Annual. This index was a help in looking up references, but it was found that the time spent in the clipping, arranging, pasting, and supervising was not justified by the results, and so the work was discontinued after the year 1908 had been completed.

A number of lists were distributed during the year. Two, one on electric railways and the other on wireless telegraphy and telephony, were furnished by the McGraw Publishing Company. Practically all the books mentioned were purchased by the library, and this fact was printed on the lists. Others were prepared by the department on "Popular science," "Dressmaking," "Electricity for boys," "Painting and varnishing," "Paper hanging and wall decoration," and "Ornament and decorative design." This last has been much

used and has resulted in a decided increase in the use of the books noted. It was sent to teachers and students of applied design and to decorators and others engaged in arts and crafts and designing.

The following plan of treating certain more or less ephemeral material, often sent in response to requests for advertising literature, has been tried. The booklet is provided with ownership marks and is pocketed and labeled, but not accessioned, catalogued, or entered on shelf list. It has, however, a classification number and a book number, Eph. 1, 2, 3, or, as the case may be, assigned to it, and is then placed on open shelves. In this manner it is brought to the attention of borrowers, who, if they desire, can borrow it for home use. The plan, in so far as it has been tried, has worked well. It is used only in the case of material valuable, yet "hardly worthy of all the pomp and circumstance of full cataloguing."

In connection with the use of our portfolios of designs, we have begun loaning sheets of vitreloid for use in tracing. In making transfers of designs, books were damaged occasionally by using too much pressure on the tracing pencil. These sheets, which are of a perfectly transparent, gelatin-like substance, are placed immediately on the design, under the tracing paper, thus protecting the surface from which the pattern is traced.

It may be noted in passing that the work of this department has had favorable comment in periodicals such as the *American Architect*, *Power*, and the *Engineer*, *Machinery*, and *Chemical and Metallurgical Industry*.

As to plans for the future, I have but little to suggest. The department as it is now organized represents quite well my idea as to what such a department should be. Another year it would have been my aim to do better what has been done and especially to advertise the room and to make it known to those whom it seeks to serve. This could be done by making more lists on special subjects and by sending them to people who might be interested. Advertising the room in local papers in various ways, as by brief notices, or short lists, or by posting notices in factories might aid to make the room known.

In bringing to a close the report of this work, which I have enjoyed so much, I can not refrain from expressing to the librarian my appreciation for his constant encouragement and interest in the work and to those who were associated with me in the department for their loyal and enthusiastic support. It is with a great deal of regret that I see my connection with the useful-arts department severed.

The following tables explain themselves:

Attendance in useful arts room, July 1, 1908, to June 30, 1909.

	1908.					
	July.	August.	September.	October.	November.	December.
Week days	2,198	2,304	2,223	2,580	2,678	2,672
Sundays	156	217	227	260	379	304
Total	2,354	2,521	2,450	2,840	3,057	2,976
Week-day average	84	88	85	95	107	102
Sunday average	89	48	56	65	75	76

	1909.						Total.
	January.	February.	March.	April.	May.	June.	
Week days	3,142	2,917	3,367	4,029	3,528	3,148	34,786
Sundays	384	364	390	249	396	271	3,597
Total	3,526	3,281	3,757	4,278	3,924	3,419	38,383
Week-day average	120	121	129	155	135	121	111
Sunday average	76	91	97	82	78	67	79

Comparison of circulation from useful arts department.

	1907-8.	1908-9.	Increase.	Percent.
R-U.....	7,722	12,665	4,943	30
W.....	6,709	8,806	2,096	24
Z.....	3,900	5,001	1,101	22
Total.....	18,331	26,471	8,140	30

CHILDREN'S DEPARTMENT AND WORK WITH SCHOOLS.

Miss Clara W. Herbert, children's librarian, reports as follows on that department and on the work with the schools:

Statistics show an increase of 3,375 new borrowers and of 30,989 volumes in circulation. With this gain in number there has been a correspondingly heavy gain in personal work with the children and in reference work. The latter has been the special feature of the year and has required a large part of the time of the first assistant. It has included the making of lists in connection with school topics, the collecting of material for teachers, and the assisting of children with reference work during the after-school hours. So heavy is this work during the winter months that two people should be entirely free from desk work to answer questions and to assist in the selection of books.

The children's room is distinctly well used. It is patronized by children who come long distances, many of whom have to walk. They must select carefully, for a wrong choice would necessitate another trip. There is thus little sham reading. Moreover, the few neighborhood children who drop in aimlessly are caught by the reading-room atmosphere and settle quietly to read. Nonfiction is used freely in connection with the school work or with early formed tastes in history, travel, or handicraft. In the last year the use of fiction has decreased almost 2 per cent, in spite of the fact that a larger number of the best children's stories, together with classic fiction, have been issued on the nonfiction cards, though counted as fiction. Scott, Dickens, Cooper, Stevenson, and Pyle average an almost continuous circulation. The problem of the older boy and girl has been satisfactorily met by the special collections for their use in the children's and open-shelf rooms. The basis of the collections are the classic novels interesting to young people, augmented by lighter standard novels which serve as bait.

The new tungsten lights and the fresh paint have added very much to the appearance of the room, which is exceptionally attractive, save for the entrance. The dark hallways coming immediately after the sunlight on the white building and approach are most objectionable. Teachers report that children coming from distant schools have been seized with fear at the entrance and can not be encouraged to come again. A new entrance is imperative, and could be secured by cutting in the first alcove. With the additional story hour and office room, made possible by changes in the fall, the present office can be set aside for students doing reference work. The new office will afford a place for visiting classes, where instruction in the use of catalogue and the more simple reference books can be given. With these improvements the children's quarters will be most satisfactory and should be adequate to the needs of the department for some time.

But satisfying as the results of the year's work undoubtedly are, sins of omission weigh heavily on the children's librarian. Large opportunities lie open to us, but we are unable with the present staff to take advantage of them.

The registration of 134 children from the suburbs during the last year is an indication of the hunger for books in these districts, and until the branches are established there is a crying need for extension work. A small beginning has been made by the use of withdrawn books for playgrounds and home libraries, but little can be undertaken in this line until the work nearer at hand is more adequately done.

The work with schools needs much more time, not only for the distribution of the enlarged collection and for visits, but especially for preparation for the visits. The time allowed for library visiting out of the crowded school hours should be utilized to the best advantage. It should be used in accordance with

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CHILDREN'S ROOM, BASEMENT FLOOR.

a carefully thought-out plan following the growth of the pupil, starting in the lower grades with the effort to incite an interest in reading and in the best books, followed by the use of books as tools, and finally the use of the adult collection, with special regard to that of the technical department, during the critical period of the early years at high school. There is also need of systematic work with the night schools and more help for normal students.

Though the room is being well and widely used, its use is practically confined to the children who are natural book lovers. It is not attracting or winning the boys and girls who do not care for reading. Efforts have been made with school children (see report of work with schools), but the city has many a working lad who is feeding his mind on the literature of the cigar stores. The newspapers are full of court cases showing the results of such reading. The library should take more aggressive action to gain these street boys, to undermine the influence of lurid stories and the wrong conception of life they implant. To tempt to the clean, interesting book, to incite to greater ambition through the resources of the useful arts collection, to stimulate an interest in heroic endeavor—such work lies ahead of the department. The plan for the reading room home for working boys, approved by the librarian last year, but postponed because of inadequate staff, should be put in effect this winter.

But for this work and the necessary activities of the department, which can not be disregarded, more help is needed. We should have at least three more strong assistants to do at all adequately the work which we should do as the only children's department of this region, namely, that of assisting the children in reference work and in the selection of books, of supplying information to consulting librarians and teachers, and of cooperating with schools, playgrounds, juvenile court, and the other agencies which seek to secure a chance to unfortunate children.

The thanks of the department are due Mrs. Clarence Stewart and Mrs. Giles Rafter for helpful talks given to the apprentice class on civic work for children, and to the late Miss Kate Thomas for conducting the libraries on two playgrounds during the summer of 1908. This volunteer service was done at no little cost of time, money, and strength and in the face of failing health, and affords an example of that spirit of social service which is the growing characteristic of the age.

WORK WITH SCHOOLS.

The year has been a prosperous one in spite of the fact that the time devoted to this branch of the work has been curtailed by the growth in the children's room and the loss of an assistant especially in charge of work with schools.

The school duplicate collection, increased to 1,000 volumes, shows the gratifying circulation of 19,508. Teachers report that these books have been eagerly read and have been morally, as well as intellectually, stimulating to the children. In many cases they are read also by parents and other members of the family.

The library has had the pleasure of visits from 5 groups of normal students and 12 groups of pupils from the graded schools. These visits afford the library an opportunity to express its welcome, and in the case of the normal students to show the resources of each department of especial interest to teachers. An increased and more facile use of the library has resulted. Of the 352 children who visited the library in classes, 101 were newly registered. School visiting has been continued by the children's librarian, who has visited 163 class rooms in 41 schools.

Through school visiting and the school duplicate books, letters to night-school students, letters of invitation to children at the close of the school year, and notices placed in the child-labor office, effort has been made to bring the opportunities offered by the library to the attention of the young people who are most in need of it. Special effort has been made to win the children who live in suburban places, cut off from the broadening influences of the city; to the children in the city, who are subjected to its harsher conditions and whose ideals are colored by nickel novels and theaters; to the children who leave school before the eighth grade; and to the children who start to work with meager equipment.

A meeting of the school and library representatives in June was productive of invaluable suggestions for more effective cooperation. Throughout the work of the year every effort of the library has been met with the warmest sympathy and help from the teachers. The library greatly appreciates their enthusiasm and kindness. Especial thanks are due to Miss E. V. Brown, supervisor of

primary instruction, to Mr. W. B. Patterson, supervisor of the fourth division, and to the principals of the Emery, Chevy Chase, and Tenley schools.

The following tables explain themselves:

Children's department statistics, July 1, 1908, to June 30, 1909.

School duplicate circulation:	
Fiction	10,582
Nonfiction	8,926
Playground circulation:	
Nonfiction	278
Fiction	748
Children's room circulation	115,107
Total juvenile circulation	135,641
Total juvenile registration	3,375
Estimated attendance	180,028
Sunday attendance	6,732
Fine postals sent	1,565
Applications mailed	2,880

Circulation by months and classes from July 1, 1908, to June 30, 1909.

	1908.							
	July.	August.	September.	October.	November.	December.		
Philosophy and religion	185	124	100	116	173	189		
Biography	296	260	259	340	450	386		
History and travel	882	932	969	1,389	1,759	1,427		
Social science	27	41	48	49	61	86		
Natural science	182	202	207	266	306	261		
Useful arts	163	177	192	176	235	246		
Recreations and fine arts	233	261	241	247	296	298		
Literature	725	728	700	758	1,265	1,271		
Periodicals	183	128	170	141	153	112		
Fiction	5,327	5,075	4,250	4,642	6,002	6,247		
Total	8,103	7,928	7,136	8,124	10,720	10,520		
Average daily circulation	312	305	274	301	429	405		

	1909.						Total.	Per cent.
	January.	February.	March.	April.	May.	June.		
Philosophy and religion	178	189	208	169	148	145	1,874	1.63
Biography	560	599	637	508	360	285	4,940	4.29
History and travel	1,716	1,652	1,886	1,632	1,520	1,319	16,983	14.75
Social science	98	98	109	68	82	58	827	.72
Natural science	330	269	372	313	237	180	3,125	2.71
Useful arts	256	218	235	208	179	168	2,478	2.15
Recreations and fine arts	324	311	309	287	255	259	3,316	2.88
Literature	1,297	1,188	1,289	1,187	904	834	12,146	10.55
Periodicals	130	125	146	110	100	89	1,637	1.34
Fiction	6,156	6,082	6,687	6,319	5,480	5,669	67,886	58.98
Total	11,045	10,631	11,878	10,801	9,215	9,006	115,107	100.00
Average daily circulation	425	443	457	415	354	346		

School duplicate circulation, October, 1908, to June, 1909.

	1908.		1909.		Total.
	October.	December.	February.	April.	
Number of books sent to schools	1,040	960	984	1,121	4,105
Number of class rooms using books	88	49	47	40	124

Circulation according to class and distribution.

	1908.		1909.		Total.
	October.	Decem-ber.	Febru-ary.	April.	
Philosophy and religion.....	167	103	134	209	613
Biography.....	424	201	319	386	1,330
History and travel.....	1,142	669	893	817	3,521
Social science.....	35	17	15	5	72
Natural science.....	186	113	143	235	677
Useful arts.....	81	67	61	46	255
Recreative and fine arts.....	64	50	81	73	268
Literature.....	466	473	553	698	2,190
Fiction.....	2,737	2,037	2,706	3,102	10,582
Total.....	5,302	3,730	4,905	5,571	19,508
School duplicate books lost :					Volumes.
Lost and paid for.....					5
Through contagious disease.....					7
Unaccounted for.....					18
Total.....					30

PICTURE COLLECTION AND EXHIBITIONS.

Miss Frances Moore is in charge of the picture collection and arranges the exhibitions held at the library. She reports as follows:

The steady increase in the monthly circulation of pictures throughout the year has proved that the success of this venture of the library is due not to a rush for something new and different, but to the fact that the patrons of the library in general and the school-teachers in particular have found it of practical value. Comparison of circulation figures for three years, 1,633 mounts in 1906-7, 17,101 mounts in 1907-8, and 42,840 mounts in 1908-9, will give an idea of the increased demand for pictures. The work with the study clubs and art classes, as shown by 5,655 fine arts mounts (nearly equal to one-third of the entire circulation of 1907-8), has been gratifying.

The large circulation has made some changes in system necessary. Reserve blanks with space for the name, subject, and date desired have been multi-graphed and distributed among the teachers. Teachers in planning work ahead may fill out several of these slips and send them to the library, so that the pictures may be ready when they are needed. It often happens that the set required is out when requested, but one of these slips insures reservation at the earliest possible time. When filled out, the slips are filed under the date desired and are looked up each day. Postal notices are sent when the pictures are ready.

Framed pictures have been sent out this year and have been much in demand. About 40 new sets illustrating the industries studied in the schools have been prepared. Two hundred and eighty-seven Hanfstangel photographs of great paintings have been purchased.

With the increased circulation and the clipping of current magazines, it was found impossible to work on the old magazines that have been accumulating since the collection was started. In April a morning's work of the entire apprentice class proved such a success that plans were made for getting this old material out of the way. Miss Goding, principal of the Normal School, consented to allow her classes to come to the library for this work. During April and May we had from these classes the equivalent to the full time of one assistant for seventeen days, and the students, on their own account, learned much about the resources of the library and became personally known to members of the staff. The collection was increased by several thousand pictures.

In October, 1908, four schools were visited, and as a direct result 209 pictures were sent out to teachers who had never used the collection before. School visiting had to be discontinued, however, because the assistant was needed at the library.

The work with the pictures should occupy the entire time of one assistant. Preparing the sets for circulation and filing returned pictures requires a number

of hours each day. Beside the circulation, there is the clipping and filing of new material, new classification and arrangement as the collection grows, and the bulletins and exhibits, all of which belong with this work. Picture work requires a careful attention to detail. School visiting is very important. We want teachers to know that by sending to the library they can obtain illustrations of the work in hand. For example, a child studying lumbering will gain more of an idea of the subject from a few pictures of the felling of trees, the rafts of logs, the flume, the lumber jack, and the camp than could be taught him by hours of oral description or of reading from a text-book. The transportation set shows the development of travel from stagecoach and posting days to the modern locomotive and motor car, as well as the jinrikisha of Japan, the bullocks of India, sledges of Russia, the dogs of Holland, and the reindeer of the North. The chivalry set illustrates the crusaders, knights in armor, and the castles and weapons of the middle ages. And so throughout the divisions of geography, history, fine arts, portraits, and the miscellaneous group, which includes the subjects taught in schools as well as material for newspapers and illustrators.

EXHIBITIONS.

It has been the custom for several years to place exhibitions of pictures on subjects of popular interest in the cases on the second floor. An exhibit of rare and beautiful book plates, the property of Mr. John B. Larner, a trustee of the library, attracted many visitors and was the most interesting exhibit of the year. In December a set on American sculpture, apropos of the Saint Gaudens memorial exhibit at the Corcoran Gallery, was shown.

The course of lectures given under the auspices of the National Society of Fine Arts was illustrated by photographs loaned by the Library of Congress and from our own picture collection. In June a collection of views of English cathedrals was put up.

The bird arrival bulletins furnished by the Biological Survey of the Department of Agriculture and illustrated by mounts from the picture collection have been as popular as ever. In addition to the usual material we were furnished with lists of birds seen on the Audubon Society trips. The most popular bulletin of the year was one on butterflies. Two teachers brought their classes to the library to see it. A series of pictures on Seattle proved attractive.

Picture circulation, by months and classes, 1908-9.

Month.	Fine Arts.	Portraits.	Geography.	History.	United States geography.	United States history.	Animals.	Birds.	Miscellaneous.	Total.
September.....	141	31	244	21	131	50	13	10	20	664
October.....	240	133	895	303	415	510	109	101	303	3,029
November.....	1,090	287	1,416	703	326	370	46	159	343	4,770
December.....	226	999	430	488	257	153	151	374	2,987
January.....	388	335	1,891	497	739	174	294	196	490	5,237
February.....	448	130	1,230	374	710	139	166	199	780	4,476
March.....	902	441	1,445	415	567	586	270	399	516	5,571
April.....	649	324	1,965	378	466	234	154	748	772	4,980
May.....	821	333	1,521	391	772	368	243	694	919	6,078
June.....	742	311	1,498	421	629	324	192	136	583	5,166
Total.....	5,655	3,357	11,568	3,981	5,011	3,508	1,638	2,642	5,490	42,840

DEPOSIT STATIONS.

The deposit stations have during the past year been under the supervision of the chief of the circulation department. Miss Finney reports as follows on them:

The stations show an increase in work and activities corresponding with the central library, the increase for the year being 5,923. Noel House, closed several months, reopened in January. Friendship House (formerly Rochefort House) will reopen July 1. One new enterprise, known as the "Evening Star book center," has been in operation two months. This station is for office boys of the Evening Star.



EXHIBITION ROOM, SECOND FLOOR.

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Visits have been made and instruction given where new librarians have taken charge of the work. The arrangement and condition of the books is worthy of commendation. The condition of the books was found to be good, cleaner, and showing less wear than the books in the central library, even with equal circulation. The inventory of each station was taken by library assistants; comparatively few books were found to be missing.

Social Settlement's field will be enlarged with their occupancy of a new building, the room given for the library being larger and more attractive. This branch should be encouraged whenever possible by new additions.

The friendly competition between Rosedale station and Noel House resulted in a large increase for Rosedale station. Noel House expects to come up to their former standard by fall.

Lists have been prepared on special topics for several stations. Noel House has listed their books by grades, these lists to be posted in the neighboring schools this fall.

Two stations availed themselves of the offer of assistance from the apprentice class, and have expressed the desire to have this made a part of the regular work of the class.

All new books purchased the past year have been placed in one collection, comprising about 400 books. These books are divided in lots of 50 to 60 and sent as traveling libraries to the different stations to remain until a given station requests their removal and another allotment sent. As several stations have requested the first collection to remain until fall, no rotation will be attempted until that time.

The number of books rebound was 318. Books returned to main library as not being read, 206.

The following table gives the circulation and increase:

Circulation of deposit stations.

Stations.	Adult.		Juvenile.		Total.		Gain.	Loss.	Hours open.
	1907-8.	1908-9.	1907-8.	1908-9.	1907-8.	1908-9.			
Neighborhood House.....	927	729	1,430	1,252	2,357	1,981	376	78
Georgetown station.....	861	562	1,685	1,013	2,446	1,575	871	584
Social Settlement.....	344	586	1,881	2,099	2,228	2,685	457	335
Noel House (open six months).....	874	497	2,296	1,047	3,170	1,541	1,626	146
Rosedale station.....	463	1,244	1,412	4,754	1,875	5,998	4,123	1464
Recreation Center No. 1.....	2,274	2,933	8,508	8,632	5,782	6,565	783	2584
Young Men's Christian Association.....	4,009	8,122	4,009	8,122	4,113	4306
Evening Star Book Center (open two months).....	33	33
Total.....	9,830	14,706	12,730	18,503	22,560	28,508	9,476	1,873

* Days.

NEIGHBORHOOD HOUSE STATION.

Miss Emily A. Spilman, volunteer librarian, reports as follows on the Neighborhood House station:

During the year 85 new readers registered at Neighborhood House station and 1,981 books were issued. The registration was 50 and the circulation 376 less than the previous year. The reason for the decrease in circulation is hard to trace, but may be in some measure due to the transfer of many of our readers to the central library. These transfers are made for various reasons. The older girls and boys have work which makes the use of the main library easier, and they appreciate the larger choice of reading afforded and the ability to draw books at any time convenient to themselves. Many people move out of the neighborhood and leave their cards at the station, allowing them to expire by time limitation.

The use of the reading rooms has been greater than ever before. Since early in the winter until the end of June we have had the use on Monday evenings of a large room as a reading room for our smaller children. This room was

supervised by Miss Dorothea Sherman, assisted by her sister. Miss Sherman did splendid work with the children, reading aloud, telling stories, and keeping them interested, awakening in them a real desire for good books.

The safeguarding of the shelves was completed in the late summer and the new books were unpacked and arranged. The library has now a businesslike as well as an attractive appearance. In the spring one of the small travelling libraries was lent us, and proved a most acceptable addition to our collection.

The library quarters will be temporarily shifted during the summer, on account of alterations to "Barney Neighborhood Club House," at 468 N Street SW. Mrs. Barney has bought and presented to the settlement the house 470 N street SW. It will be used as an extension of the present clubhouse. When the partitions between the two houses have been removed, the library will have even better quarters than at present, with an additional large room which can be used as a reading room.

Much interest has been shown in the library by one of the neighborhood boys, Joe Van Fleet. He has learned to charge and discharge the books, and is always on hand to unlock and remove the covers to the shelves, shelves the books, and is most helpful to the librarian.

The attendance on Saturday afternoons has been so very small that during April, May, and June the attempt to keep open was abandoned. This was two months earlier than the usual closing on Saturdays.

Thanks are due to all those who have helped so faithfully in the work of this station, especially Mr. C. A. Flagg, Miss Dorothea and Miss Caroline Sherman; also to the residents of Neighborhood House, who have been always willing to cooperate in any and every way.

NOEL HOUSE STATION.

The Noel House station was formerly located at 1245 H street NE. With the closing of the settlement the station was discontinued. Mr. Edward S. Gilfillan, head worker of the settlement and volunteer librarian, on request, has made a report and explanation of the present location of the settlement and library station. The opinions expressed are of course entirely those of Mr. Gilfillan. The report follows:

After being closed from March, 1908, to January, 1909, the Noel House station of the Public Library was opened again at 1637 Rosedale street NE. In March it was moved to its present quarters, at 1663 Kramer street NE. At first the circulation was small, but soon it gathered headway, running up to 435 in March. The books taken out are for the most part juvenile fiction, though there is a large sprinkling of nonfiction and adult books that are circulated.

Although the present location of the Noel House station is very close to that of the Rosedale station, there is need for both in the neighborhood, since as the Rosedale mission is a strictly religious center and there are Catholic and Jewish children, as well as children of some denominations whose parents do not allow them to draw books from the mission library, it seems to us that a branch of the Public Library, which is intended for all classes, should be upon neutral ground, where all may come. We hope for a branch library building some time for the northeast, but in the meantime Noel House, as a social center, which cooperates with all churches, seems to us an appropriate place.

GEORGETOWN STATION.

Miss Mary D. Wightman, volunteer librarian, reports as follows on the Georgetown station:

Georgetown station has now been in operation about four years in the Boys' Club room at Twenty-eighth and M streets NW., with results most gratifying to those in charge and others interested in this work of supplying books in a thickly settled district remote from the central library.

The need of such a station is great and the advantages to the borrowers can hardly be estimated. The station is popular and so well patronized that it is thought that, with better facilities and more books, it could be enlarged and the work extended into a field of great usefulness.

A visitor to this station on the occasion of its weekly opening would undoubtedly conclude that it is largely patronized by children, and very young children at that. In a sense, this is true; but these children, many of whom are advancing step by step from picture books to fairy tales and then to nature stories and geographical readers, are commissioned by family and friends to take home "a book my father would like," "a book about the sea, for my brother," or "something a girl of 13 would like." In this way many parents have become interested and now come with the children and take pleasure in examining the books. There are children who regularly carry two books a week, back and forth, for "the old lady who lives next door to us." A little girl takes German books to a grandmother unable to read English, and so on. These instances are mentioned merely to show the needs and use of this station, where, in a measure, it is attempted to guide the reading of the children who need much assistance in selecting their books.

During the past winter the new books loaned by the Public Library have been in great demand and greatly appreciated. A loan for the coming winter is desired of classed books, well written, attractive, and selected with a view to the special needs of this station. Such books are in greater demand than fiction, especially among boys.

With the exception of the summer closing for two months, the station has been open every week during the past year. In conducting the station I have been assisted by Miss Alice Lerch.

COLORED SOCIAL SETTLEMENT STATION.

Mr. Thomas Hungerford, volunteer librarian of the Colored Social Settlement station, reports as follows:

Entering upon its third year, I beg leave to state that the settlement library is still flourishing. A noticeable feature is the increase of the adult circulation. Most of the children's books have been reread several times, causing a demand for more new ones. As we have now moved into our new building, we hope for further increase in our circulation as soon as the schools open in September.

We have with us Mr. Arthur Turner, of Howard University, as one of our assistants. He intends to cooperate with the school-teachers in the southwest section of the city. The circulation usually drops off slightly during the school vacation. I would suggest that such books as Cox's Brownies and Longman's Fairy Stories be given for the children.

ROSEDALE STATION.

Miss Katharine M. Johnson, volunteer librarian of the Rosedale station, reports as follows:

Within the last six months Rosedale station has circulated 4,785 books—over four times the number, 1,103, of the preceding half year.

This sudden jump in circulation was due to several causes. It had been felt for some time that the station was not realizing its possibilities; that, as was stated in a previous report, "only the fringe of the neighborhood need" was being reached, and that we were capable of more fully meeting it.

Last summer the librarian of the station, with the assistance of Miss Herbert, children's librarian, prepared a graded catalogue of the books then on the shelves. This was printed late in the fall, much of the work being done on the mission press, and was distributed as quickly as possible, involving numerous visits to the public schools and many homes of the neighborhood. The visiting was done by Miss Worthington, deaconess in charge of the settlement, who has from time to time had further notices of the station printed and circulated.

About the same time a Tuesday afternoon opening, immediately following the public-school session, was added to the calendar of library hours. This period was in Miss Worthington's charge, assisted by the apprentice class of the main library. It soon proved popular, and many of our largest circulations are those of Tuesday afternoons. During the year, also, the shelving room was somewhat increased, and a hundred or more new books have been added.

Up to the time of writing, the summer drop in circulation has been less than we expected. In June 659 books were circulated and numbers of new applications are coming in.

The work of the last year, especially the last six months, has been a real pleasure to the workers of this station. Two sources of this pleasure, mentioned in previous reports continue to be especially gratifying. These are the extent to which the station is able to supplement the public-school work, and the standard of adult circulation. We expect the average child at Rosedale to read what the average child at the main library reads, but it interests us to know that the older people are reading Stevenson, Scott, Mrs. Deland, Kipling, and Van Dyke, along with Conan Doyle, the Castles, Anthony Hope, and similar authors. Special requests for books on electricity, plumbing, older histories and biographies than the juvenile collection affords come, also, from some of our adult readers.

These special requests are one phase of the most pressing problem we have to meet. It is not a new problem, nor one, we believe, peculiar to this station, but it grows more urgent. Our 700 volumes are divided among readers of all ages and it takes a shorter time than one would suppose for a book-loving child or adult to read the selection suitable to his years. Yet we do not wish to exchange our books. Many of them are standards and are needed for the new applicants who are coming with almost every opening. It is our hope this year better to meet this need of variety, to be able so to avail ourselves of the traveling libraries and other resources of the main library that each week there may be a few new books for the constant readers and a few special books for the readers with a hobby.

We are specially indebted this year to the main library for the assistance rendered by the apprentice class, to the members of the apprentice class themselves, and to Miss Rose Vickers, of the Public Library staff, who is at present helping with two of our weekly openings.

RECREATION CENTER NO. 1.

Miss Margaret J. Elgin, who has been employed by the Washington Playground Association as librarian of the Recreation Center No. 1, reports as follows:

Recreation Center No. 1 has been open to the public every Tuesday and Thursday from 7 to 8.30 p. m., and every Saturday afternoon from 3.30 to 5.30. The library is very pleasantly located in the library of the Western High School.

The interest in the station has very greatly increased during the year just closed, and the number of adult readers was very much greater than in previous years. The impression first made that the library was only for children has entirely vanished.

The teachers and students in the section of the city in which the station is located have expressed themselves as being very much benefited and well satisfied with the books obtained from Recreation Center.

The number of registrations during the year was 123. The average monthly circulation is nearly 600 volumes. During the winter the circulation is usually much larger than in the summer. The demand for nonfiction, especially biography and travel, has been very large; books on inventions, electricity, and other useful arts are also very much in demand.

The books given by the Boys' Club were transferred to Noel House station when that station was reopened this winter.

The need for books was greatly helped by the traveling library, and the demand for late fiction is met by borrowing books for a short time from the central library. The 10-book privilege was granted to the teachers who wanted it, as far as it was possible to do so.

Some books in foreign languages were also borrowed from the main library and circulated from the stations as patrons desired them. There has never been a demand for trashy fiction except in a very few cases. The demands for "a good book for my father" have been numerous.

The people seem to keep in touch with the late books, and very often they are asked for before they are obtained at the central library.

The number of volumes belonging to Recreation Center are about 500. The traveling library contained about 50 books. The high school reference books were available for reference use during the hours the station was open.

I am very sorry to have to state that beginning with July 1 Recreation Center will be closed for the summer and perhaps longer, owing to lack of funds and because of repairs. The patrons have expressed much regret that the station is to be closed, and have asked that anything the central library can do to have it opened again in the fall may be done.

Those in charge of the library are Misses Elgin and Ramsburg, assisted from time to time by Miss Bane, of the central library, and during the winter months by the apprentices from the central library.

YOUNG MEN'S CHRISTIAN ASSOCIATION STATION.

Mr. Ralph McN. Dunbar, who is employed by the Young Men's Christian Association as librarian, reports as follows on the Young Men's Christian Association station:

On June 30 the Young Men's Christian Association station completed its second year of service, which has been successful in many ways. Although the station is in a locality where other diversions are numerous, and where the demand is particularly select and discriminating, the records indicate a total increase of 5,000 volumes in circulation over the previous year. Considering the monthly circulation (as the station was in operation only nine months in 1907-8), the gain was 56 per cent. Other parts of the work show a similar increase, as may be noted from the statistics for the year:

Circulation (adult):	
Fiction.....	5,729
Nonfiction.....	2,603
Reading-room use.....	1,556
Total use.....	9,888
Registrations.....	295
Cards transferred (estimated).....	100
Number hours open.....	1,757½
Money collected:	
Fines.....	\$62.09
Duplicate collection.....	26.70
Reserves.....	.68
Lost cards.....	.70
Lost books.....	5.60
Total.....	95.77

Three improvements in the operation of the station contributed materially to the increase—the change of the working schedule, the extensive advertising, and the addition of new shelves.

During the first year, although the station was opened regularly every day, the schedule differed on alternate days, resulting in much confusion. This year it was deemed advisable to establish a uniform schedule—4.30 to 10 p. m. every week day. The results fully justified the change, notwithstanding the loss of a number of morning patrons.

By way of publicity, considerable space was given the station in the "Campaign Book," the annual publication of the Young Men's Christian Association. The general features and other important data concerning the service of the station were fully described. Then again, numerous announcements of various books in possession of the station were published from time to time in Men of Washington, the weekly publication of the Young Men's Christian Association. In this way, and also through the local newspapers, the attention of many persons was called to the station.

Furthermore, the open shelves installed late in the fall enlarged the facilities and general appearance of the station to no small degree. In this way most of the books in the collection could be displayed to the public and at the same time kept safely under lock while the library was closed. These shelves were procured through the contributions of Hon. Charles H. Treat, Treasurer of the United States, the Monday Evening Club, and others.

A natural result of these improvements was an increase in the number of patrons, with a corresponding increase in the difficulty of supplying suitable books. During the summer of 1908 some of the deficiencies, or weak spots, in the nonfiction had been strengthened by such books as could be spared from the main library, but the fiction remained practically the same as at the establishment of the station in 1907. This condition checked the station's growth

greatly; the borrowers had either read all the fiction on the shelves or it did not prove attractive to them. The crisis was met in a small degree by the acquisition of some "pay copies" as an experiment.

This departure succeeded from the first, and in the nine months the amount received from a total of 26 books was \$26.70. These books circulated constantly, and for some of the more popular ones as high as 10 reserves were waiting at a time. During the past year the average number of "duplicate copies" circulating was about 12. From a careful consideration of the demand, 20 would be a conservative estimate for the coming year.

As a part of the general policy, the work of building up a reference library was continued. As far as possible, such books as would go to form the nucleus for a reference collection were withdrawn from circulation. Considerable help was received from outside sources in this direction. The statistics for this field of the work show a total use of 1,556.

The messenger service with the main library, inaugurated last year, was continued this year, but in some ways was decidedly unsatisfactory. First of all, it was not capable of coping with the demand; the means of transportation was insufficient. Then, too, the service was decidedly irregular, as the messenger had to be taken from his regular work at the Young Men's Christian Association. In spite of all the obstacles, the service proved very useful, putting at the disposal of the station many books which, under the conditions, it would have been impossible to keep permanently. In ordering the books, use was made of the Monthly Bulletin, a complete file of several years back being kept. A motor cycle, together with more frequent service, would accomplish excellent results.

Developments of the past year have brought a new fact to light—there is a growing demand for juvenile literature. The need of this is very apparent. There is no place where children can secure books without going to the main library, a distance of a mile and a half. Although at the establishment of the station it was not intended that juvenile books should be provided, arrangements could be made to conduct this feature without undue interference to the adult borrowers. It is proposed to open the library earlier on certain days. The regulations can be arranged with the Young Men's Christian Association officials, and if the main library sees fit to take favorable action, the new arrangement can be commenced in the fall.

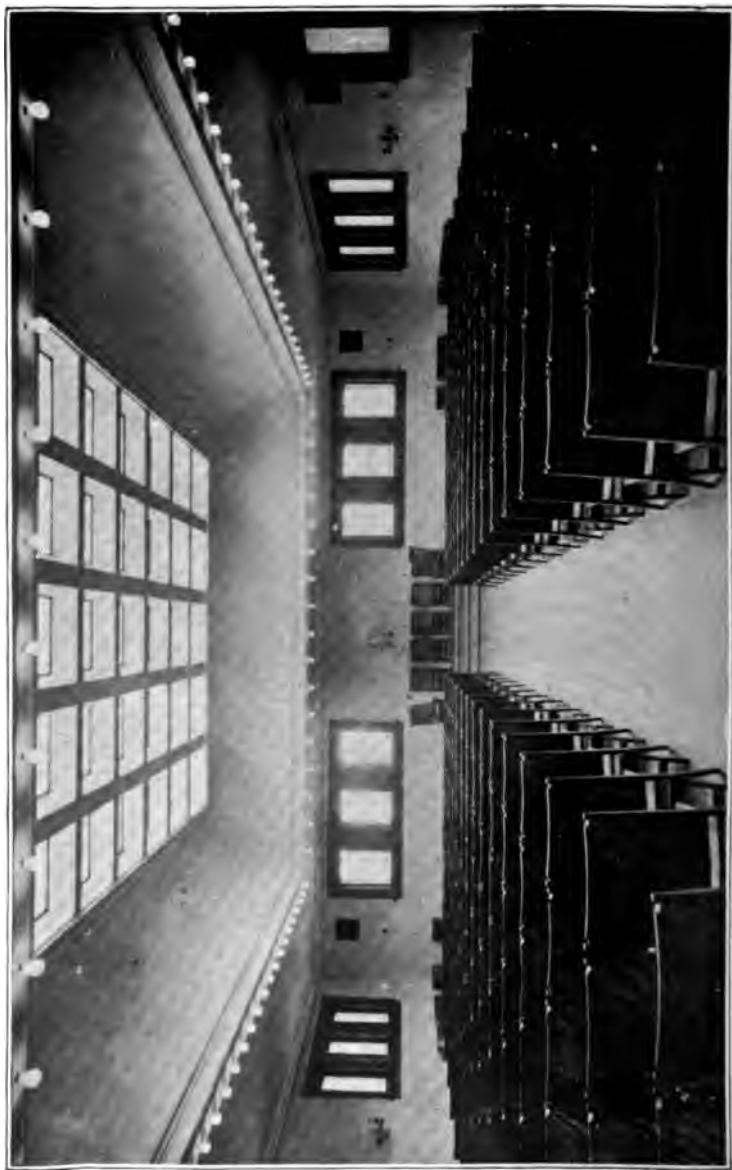
As a final suggestion for the improvement of the station during the coming year, the "fiction problem" should be mentioned. While the patrons are well educated and demand the highest grade of nonfiction, it is necessary to have attractive fiction for them. The supply of nonfiction is sufficient at present, for it is strengthened by messenger service, but the fiction is wholly inadequate. In order to make this station a source of real benefit and pleasure to the community, it is necessary to infuse new blood into the collection. The increase in the past and the promise of greater development in the future should warrant a supply of new fiction, or at least an exchange for material which would be new for the patrons. With this obtained, with the messenger service more regular and efficient, and with the accommodation of the juvenile demand, there is no reason why the Young Men's Christian Association station should not show a large increase in 1909-10.

LECTURE HALL AND STUDY ROOM USE.

The following is a record in detail of the various organizations using the lecture hall, speakers, subjects, and attendance at meetings, so far as such records were kept:

Date.	Organization.	Lecturer.	Subject.	Attendance.
1908.				
Oct. 20	Association of American Government Accountants.	Hon. Alonzo Tweedale, auditor, D. C.	Accounting system of the District of Columbia.	68
Oct. 27do.....	George P. Dyer, paymaster, U. S. Navy.	Purchase of supplies for United States battle ship cruise around the world.	41
Nov. 10do.....	James B. Adams, Forest Service.	Property accounting.....	62

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LECTURE HALL, SECOND FLOOR.

Date.	Organization.	Lecturer.	Subject.	Attendance.
1908.				
Nov. 18	District of Columbia Library Association (children's room).	Peter Frank and M. N. Smull.	Binding methods.....	68
Nov. 24	Association of American Government Accountants.	Hon. Herman Metz, controller of New York.	Reorganization of accounts and methods of transacting municipal business in New York City.	165
Nov. 25	Association of Oldest Inhabitants.	B. H. Warner.....	Foreign travel.....	287
Dec. 8	Association of American Government Accountants.	B. F. Harrah, Treasury Department.	Vouchers, their essentials, form, and preparation.	41
Dec. 9	District of Columbia Library Association.	W. L. Post.....	Distribution of public documents.	85
Dec. 12	Equal Suffrage Association..	Miss Janet Richards..	English suffragette movement.	126
Dec. 18	Woman's National Press Association.	John H. Finney.....	Forest conservation.....	67
1909.				
Jan. 6	Association of Oldest Inhabitants.	W. H. H. Smith.....	Our navy.....	419
Jan. 13	District of Columbia Library Association.	W. E. Safford.....	Library of R. L. Stevenson...	85
Jan. 14	Association of American Government Accountants.	George A. King	An attorney's view of government contracts.	46
Jan. 26	National Society of Fine Arts.	Albert Kelsey.....	Convincing architecture.....	172
Jan. 28	Association of American Government Accountants.	L. H. Mattingly	Public accountant and government accounting.	78
Feb. 9	National Society of Fine Arts.	Miss Anna Seaton Schmidt.	France; her people and her art.	240
Feb. 11	Association of American Government Accountants.	C. M. Smith and G. C. Owens.	Adding machine; its use in accounting.	39
Feb. 19	District of Columbia Library Association.	Austin B. Keep.....	Colonial libraries of New York.	48
Feb. 22	Excelsior Literary Club			214
Feb. 23	National Society of Fine Arts.	Miss Leila Mechlin...	American painters.....	192
Feb. 26	Association of American Government Accountants.	Hon. John G. Capers..	Collection of international revenue and accounting therefor.	26
Mar. 9	National Society of Fine Arts.	Prof. Mitchell Carroll.	Greek legends in archæology.	240
Mar. 10	District of Columbia Federation of Women's Clubs.		Civic problems.....	38
Mar. 11	Association of American Government Accountants.	Paymaster C. Conard, U. S. Navy.	Naval accounting.....	
Mar. 17	District of Columbia Library Association (children's room).	Thorvald Solberg	New copyright law.....	86
Mar. 19	International Brotherhood of Bookbinders.	Miss Marbery and others.	Welfare work of Civic Federation.	530
Mar. 26	League of American Pen Women.	Mrs. M. L. O'Donoghue.	Spanish missions of California.	168
Mar. 30	National Society of Fine Arts.	George O. Totten, jr..	Architectural Vienna and Constantinople.	273
Apr. 5	Washington High School Teachers' Association. ^a			54
Apr. 14	District of Columbia Library Association (children's room).	Dean William A. Wilbur.	Lyric influences in the poets' corner of the Library of Congress.	81
Apr. 15	Association of Oldest Inhabitants.	W. F. Downey.....	Good citizenship	165
Apr. 23	Washington High School Teachers' Association. ^a			68
Apr. 26	League of American Pen Women.	Mrs. Withee.....	Around the world.....	156
May 3	California State Association.	Mrs. M. L. O'Donoghue.	Longfellow, the poet.....	268
May 21	United States Civil-Service Retirement Association.	Various Senators	Retirement of classified employees in the service of the United States Government.	121
May 22	Audubon Society, District of Columbia. ^b	Henry Oldys	Bird talk	32
May 27	Association of American Government Accountants.		Annual meeting; reorganization.	53
May 28	League of American Pen Women.	James R. Ewing.....	Legends of the Atlantic.....	86
June 11	Washington High School Teachers' Association. ^a			

^a Afternoon.^b Morning.

STUDY ROOM USE.

The following is a list of organizations meeting in one of the study rooms, with number of meetings held:

	Number of meetings.
Doctor Myers's class in history of education.....	34
Civic Center of Washington.....	7
League of American Pen Women.....	8
Twentieth Century Club—history section.....	16
Columbia Heights Art Club.....	2
Woman's National Press Association.....	8
Seymour Club.....	1
Legion of Loyal Women.....	3
Short Story Club.....	1
Woman's Auxillary of the District of Columbia Retail Druggists' Association.....	1
Total	81

ESTIMATED ATTENDANCE RECORD.

The record of attendance on typical days was not begun until November, 1908. By using record kept since July 1, 1909, approximate figures for the entire year may be arrived at. The following table gives recorded attendances and estimates from them:

Month.	Recorded.	Estimated average.
1908.		
July ^a		1,942
August ^a		1,941
September ^b		2,000
October ^c		2,977
November 7—Saturday.....	3,567	3,319
November 10—Tuesday.....	2,993	
November 30—Monday.....	3,847	
December 12—Saturday.....	4,221	4,221
1909.		
January 19—Tuesday.....	2,271	2,271
February 3—Wednesday.....	3,215	3,215
March 13—Friday.....	2,854	2,854
April 16—Friday.....	2,300	2,300
May 11—Tuesday.....	2,778	2,977
May 24—Monday.....	3,176	
June 8—Tuesday.....	1,811	
June 14—Tuesday (rainy).....	2,523	2,077
June 24—Thursday (very hot).....	1,900	
Total.....	36,996	32,038
Average.....	2,846	2,674

^a Averages from two hot days in July, 1909 (one rainy), having attendances of 1,591 and 2,291.

^b Arbitrary estimate, probably too low.

^c Estimate taken from May, 1909.

The library was open 310 week days and on 52 Sundays, a total of 362 days, and closed on 3 holidays.

304 week days, at 2,674.....	812,896
6 holidays, estimated at 1,800.....	10,800
52 Sundays, recorded attendance.....	21,620
Total estimated attendance	845,316

The foregoing figures seem to be fair averages. If it is pointed out that attendance on a Saturday is taken as the typical one for December, it should also be noted that for several months attendances on midweek days are taken as typical and all are averaged before making the computation.

BOOK-ORDER DEPARTMENT.

Miss Emma Hance, chief of the order department, reports as follows on that work:

On June 30, 1908, the net strength of the library was 103,194 volumes. During the fiscal year 1908-9, 16,127 volumes were added and 4,957 withdrawn, making the net strength of the collection of June 30, 1909, 114,364 volumes. Of the total number of books added, 12,304 were purchases, 3,528 were gifts, and 297 were serials bound. The total amount expended for books was \$12,384.12, from the following funds: Congressional appropriation, \$7,500; desk fund, \$4,719.45; donation fund (including \$17.15 from Woman's Anthropological Society fund), \$164.67. Seven hundred and thirty-eight volumes were added to the duplicate collection at a cost of \$749.15.

During the year 493 new books of fiction were received on approval and rejected. Of this number, 254 were accepted and 239 rejected.

Before December, 1908, the work incidental to the withdrawal of books was done entirely by the order department. At that time it was transferred (with the exception of the entries in the accession record) to the catalogue department, where it seemed more properly to belong.

Besides trying to keep abreast of the current demands of the main library and adding to the traveling libraries and school duplicate collections, substantial additions have been made in the past year to the library's collections of Italian, German, and French literature. The library has continued to buy the books supplied by publishers in special library bindings; a large number of books in editions bound from the original sheets has also been added.

Library users have continued to avail themselves of the privilege of leaving recommendations for the purchase of books, and "always out" slips for books which could not be found after repeated search. During the year 282 books have been secured for those leaving recommendations, and 171 for patrons leaving "always out" slips. An effort has been made to have recommendations decided upon as promptly as possible. When a recommendation is rejected the patron is notified immediately, the reason for the action being given. The use of a form letter since May 1 has greatly facilitated this work.

The following tables show the number of volumes added and money spent on various classes, both adult and juvenile:

Class record of accessions.

Class.	Serials bound.	Gifts.	Purchases.	Total.	Cost.
Adult collection:					
A (general works).....	146	384	96	628	\$130.78
B-BQZ (philosophy).....	6	60	166	232	189.49
BR-BZ (religion).....	5	41	101	147	97.20
C (Christianity).....	2	75	134	211	161.81
D (ecclesiastical history).....	7	26	37	70	43.08
E (biography).....	315	300	615	850.73
F (history).....	4	494	260	758	344.12
G (geography).....	4	269	393	666	618.89
H-K (social sciences).....	38	478	572	1,088	685.12
L-Q (natural sciences).....	12	248	248	508	383.55
R-U (useful arts).....	7	222	451	680	618.64
V-VUY (games, sports, and theater).....	8	35	126	164	270.70
VV-W (music and fine arts, plastic and graphic).....	19	148	358	525	475.81
X (language).....	53	56	109	64.64
Y (literature).....	271	1,881	1,652	1,270.14
Z (book arts).....	40	144	280	444	317.97
Fiction.....	146	3,167	3,313	2,605.74
Total	298	3,399	3,103	11,800	8,498.96

Class record of accessions—Continued.

Class.	Serials bound.	Gifts.	Purchases.	Total.	Cost.
Juvenile collection:					
A (general works)	4		4	8	2.39
B-BQZ (philosophy)		4		4	
BR-BZ (religion)		1	46	47	32.54
C (Christianity)			11	11	3.78
D (ecclesiastical history)			1	1	.34
E (biography)		6	138	144	97.52
F (history)		14	242	256	141.20
G (Geography)		7	411	418	176.16
H-K (social sciences)		5	50	55	39.98
L-Q (natural sciences)		8	58	66	36.26
R-U (useful arts)		2	115	117	124.75
V-VUY (games, sports, and theater)		1	69	70	56.82
VV-W (music and fine arts, plastic and graphic)			35	35	21.50
X (language)		3	161	164	52.16
Y (literature)		14	875	889	329.22
Z (book arts)		1	5	6	2.64
Fiction		61	2,475	2,536	1,966.56
Total	4	127	4,196	4,327	3,065.99

TOTAL ACCESSIONS.

	Adult.	Juvenile.	Total.
Nonfiction	8,487	1,791	10,278
Fiction	3,313	2,536	5,849
Total	11,800	4,327	16,127

COST OF BOOKS PURCHASED AND ACCESSIONED, 1908-9.

Nonfiction	\$5,892.62	\$1,119.41	\$7,012.03
Fiction	2,605.74	1,966.58	4,572.32
Total	8,498.36	3,085.99	11,584.35

CATALOGUE DEPARTMENT.

Miss Julia H. Laskey, head cataloguer, reports as follows on the work of the catalogue department:

In spite of unusual handicaps occasioned by the loss during the year of four assistants and the training of four more to take their places, the catalogue department has reason to be proud of a record exceeding any made in former years. There were 15,469 volumes classified and catalogued. Of these 4,169 were new titles, 8,663 duplicates, 377 replacements, and the remainder, 2,260, added volumes of periodicals, annuals, and incomplete sets. The table below gives the record by months:

	1908.					
	July.	August.	September.	October.	November.	December.
Volumes shelf listed	1,095	141	590	1,445	1,965	1,773
Volumes classified and catalogued	1,330	205	350	1,629	1,810	1,614
New titles catalogued	296	106	62	322	291	427
Parts of books catalogued	286	110		9	48	46
Cards written and filed	2,596	788	384	1,961	2,066	2,546

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	1909.						Total.
	January.	February.	March.	April.	May.	June.	
Volumes shelf listed.....	1,355	739	1,488	2,768	1,373	1,902	16,598
Volumes classified and catalogued.....	1,301	1,081	1,393	2,157	1,098	1,601	15,469
New titles catalogued.....	402	471	424	462	325	540	4,169
Parts of books catalogued.....	228	35	57	30	7	223	1,068
Cards written and filed.....	3,593	3,751	2,750	3,530	1,985	4,266	30,197

The filing in the depository catalogue has increased to such an extent as to necessitate the shifting of the entire catalogue, consisting of 441 drawers, and the addition of 75 new ones. The Library of Congress sent 41,438 printed cards during the year, which have been filed. The shelf list is also so congested that we will need an added set of drawers in the near future to afford shifting room. The cooperative cataloguing with the Library of Congress continues to grow, copy for 276 books having been forwarded. As full bibliographical data is required, this must be done by a person especially trained for it. Owing to the many resignations in the department, we have but two trained assistant cataloguers, to one of whom this work is assigned in addition to regular duties.

In response to a request from the librarian of the Bureau of Education we have undertaken to furnish that office with an author catalogue of all our current educational accessions. These cards serve as an index and "want" list and are filed in a union catalogue in the library of the Bureau of Education. The analytical cataloguing of governmental and state publications has been a feature of the year's work; these have included congressional documents, agricultural and census bulletins, United States Education Bureau circulars of information, New York State publications, the state library annual reports and bulletins, as also the New York State education department material, all of which were thoroughly analyzed and early volumes recatalogued.

The foreign collection has been substantially strengthened by the accession of nearly 700 new titles in French, German, and Italian. This required the writing of an extra set of cards for the language catalogues. At present these consist of merely class selections, but we hope in time to have them represent all our books in foreign languages.

A gradual revision of the classification has been going on, including the changing of the entire Class VV, music, to the seventh Cutter expansive. This makes the material more available, and, as we anticipate a considerable increase in our collection, it will prove a timesaver for work in the future.

With the rapid growth of the technological department the need becomes urgent for a systematic reclassification. About 200 of the books have already been changed, and, with an extra assistant for one month and the cooperation of the staff of the useful arts room for the same period, the books (approximately 400) in RT-RX and TA-TD could be reclassified by the seventh system. These volumes are at present in such arrangement that it is practically impossible to locate any subject. The works on electricity, filling 11 shelves, are entered under 8 divisions only. This does not allow for proper expansion. As additions will be made rapidly in these classes, it will be a matter of necessity to make some change, and the time seems most opportune, in view of the completion of the approaching expansive classification. There is far more detail work connected with reclassifying, however, than our meager force could undertake without assistance.

The large figures which represent changes, recataloguing, and reclassifying demonstrate the trend of the work during the year. With the end in view of drawing the public to a close acquaintance with the card catalogue we have introduced new methods and done away with obsolete ones. A very full and systematic insertion of guide cards has proved entirely satisfactory, and the catalogue has been strengthened by broader use of subject headings and cross references. We have strayed from the letter of the law and made title cards on the slightest provocation. Publisher, as well as place, has been added to main and subject cards, while the subject card is now identical with the main entry, carrying contents and notes. We have also adopted a new form of title card, giving all the call numbers, even of analytical references, where the given title may be found. The patrons of the library have evidenced their appreciation of our efforts by a steady increase of the use of the catalogue.

INVENTORY STATISTICS, 1909.

The inventory of 1909 was the fifth annual one taken by the library. Through the four preceding inventories the method of procedure has been much simplified and systematized. The work this year, though heavier than ever before owing to the increased number of books, both on the shelves and in circulation, has been done with rapidity and dispatch. The resulting figures are shown below:

Books missing (central library) in 1909 (including those also missing in 1908): A, 3; B, 25; C, 15; D, 5; E, 25; F, 60; G, 96; H, 33; I, 38; J, 25; K, 23; L, 61; M, 11; N, 2; O, 2; P, 12; Q, 31; R, 88; S, 37; T, 21; U, 6; V, 81; W, 43; X, 20; Y, 193; Z, 75; total adult nonfiction, 1,021; reference books (reference room, 24; useful arts department, 9), 33; adult fiction, 973; juvenile nonfiction, 410; fiction, 277; grand total, 2,714.

Books missing (central library) 1908 and again in 1909: A, 0; B, 8; C, 2; D, 1; E, 1; F, 24; G, 29; H, 7; I, 7; J, 8; K, 9; L, 19; M, 2; N, 1; O, 1; P, 2; Q, 8; R, 23; S, 11; T, 1; U, 3; V, 30; W, 3; X, 3; Y, 34; Z, 16; total adult nonfiction, 253; reference books (reference room, 6; useful arts department, 6), 12; adult fiction, 311; juvenile nonfiction, 182; juvenile fiction, 137; grand total, 895.

Books missing (central library) in 1909 (excluding those missing in 1908): A, 3; B, 17; C, 13; D, 4; E, 24; F, 36; G, 57; H, 26; I, 31; J, 17; K, 14; L, 42; M, 9; N, 1; O, 1; P, 10; Q, 23; R, 65; S, 28; T, 20; U, 3; V, 51; W, 40; X, 17; Y, 159; Z, 59; total adult nonfiction, 768; reference books (reference room, 18; useful arts department, 3), 21; adult fiction, 662; juvenile nonfiction, 228; juvenile fiction, 140; grand total, 1,819.

Books missing (central library) in 1908 but found in 1909: A, 0; B, 7; C, 0; D, 0; E, 14; F, 10; G, 10; H, 3; I, 9; J, 4; K, 5; L, 2; M, 1; N, 1; O, 0; P, 0; Q, 1; R, 8; S, 5; T, 2; U, 0; V, 8; W, 7; X, 1; Y, 27; Z, 14; total adult nonfiction, 139; reference books (reference room, 10; useful arts department, 0), 10; adult fiction, 208; juvenile nonfiction, 47; juvenile fiction, 46; grand total, 450.

In addition the following statistics for 1909 are reported from the stations: Nonfiction, Noel House, 15; Young Men's Christian Association, 1; Georgetown station, 32; Rosedale, 5; Recreation Center, 8; Rochefort Hall, 2; Neighborhood House, 40; Social Settlement, 7; traveling libraries, 0; total nonfiction, 110. Fiction, Noel House, 39; Young Men's Christian Association, 2; Georgetown station, 72; Rosedale, 12; Recreation Center, 28; Rochefort Hall, 5; Neighborhood House, 128; Social Settlement, 23; traveling libraries, 18; total, 327. Grand total, stations, 437—7 more than was reported in 1908.

BINDERY DEPARTMENT.

Mr. M. N. Smull had the supervision of the binding and repair work until his resignation in May. Miss Elizabeth P. Gray, who had assisted in this work, then became supervisor of binding. She reports as follows:

The output of the library bindery has been as follows:

	Volumes.	Cost.
Books bound.....	5,530	\$3,081.98
Pay fiction bound.....	440	206.14
Total bound.....	5,970	3,287.07
Call numbers gilded.....	6,244	249.78
Magazines prepared for circulation.....	1,678	92.29
Books repaired.....	2,461	106.82
Total expenditure.....		3,685.64

The \$3,500 appropriated by Congress for binding was expended thus: \$3,480.50 for binding, gilding, covering magazines with red rope paper, and repairing by the binding contractor; \$6.75 for brass type and \$12.75 for red rope paper.

The theory that the public appreciate neat and attractive binding has been satisfactorily substantiated. An effort has been made to watch the circulation of certain books that seldom left their shelves until rebound and then had a creditable showing.

Half cowhide, with cloth sides to match, art vellum, art canvas, buckram, and half morocco, for a few expensive books, are the materials most in use.

The past year a greater variety has been given by the colors used. English buckram, with stained titles, has met with approval, and possesses all the advantages of distinct lettering on a light-colored binding, obviating the necessity of adding a thin leather label, which soon cleaves off.

Newspapers are covered with red rope paper, after being sewed in the usual manner. This reduces the price one-half, and, if deemed best, they could be bound as well later, if economy should not be as imperative.

Some inexpensive children's books are reenforced before going into circulation. They are stripped of their covers, the backs covered with canton flannel, new end papers are added, and the books returned to the original covers.

The quality of paper, too, generally used by publishers being either spongy or heavily coated with clay has made it necessary to have a much larger per cent of books overcast sewed than formerly. The gilding of call numbers has made a heavy demand on the binding fund, yet we have found it has paid in promoting better page service, beside the neater appearance of the volumes.

At the request of the District of Columbia Library Association, an exhibit of our binding was given and a practical and valuable paper read by Mr. M. N. Smull, giving the results and conclusions gained during his years of experience as superintendent of binding. Several requests were made by interested strangers to visit our bindery and examine its work more carefully.

Last year the unbound periodicals, bulletins, and reports were arranged in the book stack and a card index made, but not until this year were we able to verify all records and make complete typewritten lists of magazine wants. These were sent to dealers and a few libraries.

Valuable material was obtained both by gift and purchase and several important sets were completed.

While our circulation has been growing constantly, causing greater wear on our books, and the years of use are bringing many sets in need of binding, together with the fact that a large number of gifts reach us in the same condition, our binding fund remains the same.

Too large a number of books are out of commission awaiting binding, and should this condition continue a serious proposition confronts the department.

APPRENTICE CLASS.

Miss R. Lionne Adsit, in addition to the bureau of information, has had charge of the apprentice class. She reports as follows:

The fifth year of the apprentice course has closed with only one pupil from last year's class still seeking a position and with seven more young women now ready to fill junior positions in this library. In October, 1908, 12 applicants took the entrance examination and 10 passed. During the course one of these went abroad and two withdrew, so that at the end of six months seven had satisfactorily completed the work.

The plans for instruction and practice have been much the same as in former years. In addition to the lectures by the head of each department on her work, quite an extensive course was given in foreign literature, and shorter ones on bibliography and selection of books, for both of which preparatory work was required. In connection with the children's room lectures, a few outside speakers were introduced to broaden their ideas of the scope of the work, and in the same line a new method was tried of giving four girls a chance to help at two of the deposit stations one afternoon a week, a plan which worked out very well.

Each apprentice received at least two weeks' practical instruction in each of the nine departments, and four weeks in some of them. The final examination covered this work, the lectures, and the reading which was assigned at the beginning of the year on general and special subjects of library science. The course was finished the 1st of May, and one appointment was made from the class that month. On July 1 one other received a permanent position, and during the summer most of the others will be appointed temporarily.

By making use of suggestions from classes in other libraries and by comparing ours with their courses we are aiming to produce a high grade of efficiency in a very short space of time.

The following table covers the five apprentice classes conducted by this library. The statistics are those of July, 1909:

Record of apprentice classes, 1905-1909.

	Examined.	Passed.	Failed.	Dropped or withdrew.	Completed course or appointed before completion.	Appointed in Public Library.	Later served in other libraries.	Now in Public Library.
1904-5	10	6	4	3	3	3	3	1
1905-6	24	17	7	3	14	13	3	3
1906-7	9	9	0	3	6	6	0	6
1907-8	27	21	6	6	15	14	7	9
1908-9	12	10	2	3	7	6	0	6
Total	82	63	19	18	45	42	13	30

PERIODICAL DIVISION.

Miss Katharine K. Patten reports as follows on the current periodicals, of which she has charge:

The library receives 468 different magazines; 188 extra copies are taken for staff use and for circulation, making a total of 656 magazines regularly checked and taken care of by this division every month. The list of gifts is notably large this year. Publishers in all parts of the country have shown a keen interest in the useful arts department. As a result the library receives regularly 164 gifts of periodicals, the most of these being technical and on file in the useful arts department.

Back numbers of these magazines, and, in fact, of all magazines that are not bound, are now loaned from both reading rooms for a limited time. This has proved a success.

At the beginning of the year a change was made in the agent through whom the library secures its domestic periodicals. A change also was made in the list to be subscribed for. These lists were very carefully made out. As far as possible all requests were noted and considered. Magazines were dropped whose use did not seem to call for their renewal and others added which seemed to answer the requests. This is one of the most interesting sides of the work with periodicals, as so many of our readers use the magazines as a practical help in their work, especially in the useful arts department. The list of magazines devoted to pedagogy remains the same this year.

The library has this year secured membership in several different scientific societies, by which all the publications of these associations are received. These are on file in the large reading room.

Requests for additional magazines for circulation were so numerous that extra copies of Harper's, Century, Scribner's, and the Atlantic Monthly were added this year.

The following is a list of periodicals regularly received as gifts:

Technical periodicals purchased from the Henry Pastor memorial fund.

American Architect and Building News.	Architectural Record.
American Engineer.	Brickbuilder.
American Homes and Gardens.	Cement Age.
American Machinist.	Cement and Engineering News.
American Medicine.	Central Station.
American Printer.	Chemical Engineer.
American Society of Civil Engineers, Transactions.	Electric Journal.
American Society of Mechanical Engineers, Transactions.	Electro-chemical and Metallurgical Industry.
	Engineering and Mining Journal.

Technical periodicals purchased from the Henry Pastor memorial fund—Con.

Engineering-Contracting.	Inland Printer.
Engineering Magazine.	International Marine Engineering.
Engineering News.	Iron Age (weekly).
Engineering Record.	Metal Industry.
Foundry.	Motor Boat.
Gas Engine.	Municipal Engineering.
Heating and Ventilating Magazine.	Power and Engineer.
Horseless Age.	Scientific American and Supplement.
Ice and Refrigeration.	Telephony.
Industrial Magazine.	Woodcraft.

Periodicals purchased from the Woman's Anthropological Society fund.

American Anthropologist.	Gypsy Lore.
American Antiquarian.	Journal of American Folk Lore.
American Journal of Archaeology.	Mind.
American Journal of Psychology.	Records of the Past.
Folk Lore (English).	

Periodicals given by the United States Bureau of Education.

American Industries.	Electrical World.
American Statistical Association publications.	Engineers' Society of Western Pennsylvania, Proceedings.
Architects and Builders' Magazine.	Good Health.
Association Men.	Harvard Law Review.
Baptist Home Mission Monthly.	Missionary Herald.
Christian Advocate.	Musical Courier.
Christian Advocate, Methodist Episcopal Church South.	New Philosophy (Swedenborg).
Dial.	Phrenological Journal.
Electrical Review and Western Electrician.	Reform Advocate.
	Stenographer.
	Woodworker.

Other periodicals regularly received as gifts.

[Unless otherwise stated, they are given by publishers.]

America.	Billboard.
American Annals of the Deaf. (Dr. E. A. Fay.)	Bookkeeper. (Association of American Government Accountants.)
American Blacksmith.	Boston Ideas.
American Bottler.	Brewers' Journal.
American Clay Magazine.	Brush and Pail.
American Esperanto Journal.	Builder.
Amerika Esperantisto.	Bulletin American Institute of Banking. (Association of American Government Accountants.)
American Federationist.	Bureau of Railway News and Statistics.
American Gaslight Journal.	Business Builder.
American Institute of Architects, Quarterly Bulletin. (Mr. Glenn Brown.)	Business Life.
American Laundry Journal.	Business Magazine. (Association of American Government Accountants.)
American Marine Engineer.	Canal Record. (Isthmian Canal Commission.)
American Poultry Advocate.	Castings.
American Shoemaking.	Caterer.
Appalachian Engineering Association, Bulletin.	Catholic Book News.
Appeal to Reason.	Century Path. (Miss Corbin.)
Association of Collegiate Alumnae Publications. (Mr. George F. Bowerman.)	Chautauqua Quarterly.
Association Review.	Christian Cynosure.
Bicycling World and Motor Cycle Review.	Christian Register.
	Christian Science Journal.

Other periodicals regularly received as gifts—Continued.

- Christian Science Sentinel.
 City Hall. (Association of American Government Accountants.)
 Clothier and Furnisher.
 Commercial Poultry.
 Compressed Air
 Concrete.
 Concrete Engineering.
 Concrete Review.
 Cook's American Travellers Gazette.
 Congressional Record. (Hon. J. H. Gallinger.)
 Courier. (Davos.)
 Current Events.
 Dodge Idea and Power and Transmission.
 Editor.
 Electric Traction Weekly.
 Electric Trunk Line Age.
 Fly. (Mr. E. H. Young.)
 Génie Technique.
 Girls.
 Gleanings in Bee Culture.
 Graphite.
 Gregg Writer.
 Guide to Nature. (Prof. Cleveland Abbe.)
 Hardware Dealers' Magazine.
 Hellas.
 Helper.
 Herald of the Cross.
 Herald of the Golden Age.
 Holy Cross Magazine.
 Horticulture.
 Ideal Power.
 Illuminating Engineering Society, Transactions.
 Illumination.
 International Bookbinder.
 Jamestown Bulletin.
 Journal of Accountancy. (Association of American Government Accountants.)
 Journal of American Medical Association. (Mr. J. A. Saul.)
 Journal of the Franklin Institute. (Mr. E. P. Cowell.)
 Journal of Western Society of Engineers.
 Liberia.
 Locomotive.
 Lumber Trade Journal.
 Machinists' Monthly Journal.
 Marine Journal.
 Men of Washington (Young Men's Christian Association.)
 Metal Worker.
 Mine and Quarry.
 Mining and Scientific Press.
 Mission Bulletin.
 Model Magazine.
 Modern Sanitation.
 Monthly Musical Record.
 Monthly Record of Scientific Literature.
 Moving Picture World.
 Municipal Economist. (Association of American Government Accountants.)
 Museum of Fine Arts Bulletin.
 National Contractor and Builder.
 National Engineer.
 National Hibernian.
 National Printer-Journalist.
 Navy.
 New Church League Journal.
 New Church Review.
 New York State Department of Labor Bulletin.
 News of the College Women's Clubs. (Miss Emma H. Turner.)
 North German Lloyd Bulletin.
 Office Appliances.
 Office Outfitter.
 Patents.
 Pathfinder.
 Pittman's Journal.
 Popular Electricity.
 Postal Information.
 Postal Record.
 Practical Engineer.
 Printing Trade News.
 Prism.
 Protest.
 Public.
 Reactions.
 Sabbath Recorder.
 Sample Case.
 Scranton Board of Trade Journal.
 Shorthand Writer.
 Signal Engineer.
 Silent Partner.
 Simplified Spelling Board Circulars.
 Single Tax Review.
 Smithsonian Miscellaneous Collections.
 Southern Printer.
 Spectrum.
 Steam Shovel News.
 Stone.
 Stone and Webster Public Service Journal.
 Sunday Companion.
 System. (Association of American Government Accountants.)
 Theosophical Quarterly.
 Training School (for feeble-minded children) publication.
 Typographical Journal.
 United States Army List and Directory. (War Department.)
 United States Bureau of the Census. Bulletin. (Census Bureau.)
 United States Bureau of Labor Bulletin. (Labor Bureau.)
 United States Bureau of Standards Bulletin. (Bureau of Standards.)
 United States Crop Reporter. (Department of Agriculture.)
 United States Consular Reports, daily and monthly. (Department of Commerce and Labor.)

Other periodicals regularly received as gifts—Continued.

United States Diplomatic List. (Department of State.)	United States Public Documents Catalog. (Superintendent of Documents.)
United States Monthly Bulletin of the International Bureau of American Republics. (Bureau of American Republics.)	University Courier.
United States Monthly Summary of Commerce and Finance. (Department of Commerce and Labor.)	University of Illinois Bulletin.
United States Monthly Weather Review. (Weather Bureau.)	Valve World.
United States Official Patent Office Gazette. (Patent Office.)	Violin World.
	Washington News Letter.
	Water and Gas Review.
	Water-Proofing.
	Weekly People.
	Woodworker and Art Metal Worker.
	Zionist.

Libraries regularly sending bulletins.

Atlanta, Ga., Carnegie Library.	Ohio State Library.
Boston Museum of Fine Arts.	Omaha, Nebr., Public Library.
Boston, Mass., Public Library.	Paterson, N. J., Free Public Library.
Brockton, Mass., Public Library.	Peabody, Mass., Institute Library.
Brooklyn, N. Y., Pratt Institute Free Library.	Pennsylvania Free Library Commission.
Brooklyn, N. Y., Public Library.	Pittsburg, Pa., Carnegie Library.
California State Library.	Portland, Oreg., Library Association.
Cambridge, Mass., Public Library.	Providence, R. I., Public Library.
Carlisle, Pa., J. Herman Bosler Memorial Library.	Rockford, Ill., Public Library.
Cleveland, Ohio, Public Library.	St. Joseph, Mo., Public Library.
Denver, Colo., Public Library.	St. Louis, Mo., Public Library.
Grand Rapids, Mich., Public Library.	Salem, Mass., Public Library.
Haverhill, Mass., Public Library.	San Francisco, Cal., Public Library.
Helena, Mont., Public Library.	Scranton, Pa., Public Library.
Holyoke, Mass., Public Library.	Springfield, Mass., City Library Association.
Indiana Public Library Commission.	Syracuse, N. Y., Public Library.
Iowa Library Commission.	Toronto, Canada, Public Library.
Jersey City, N. J., Free Public Library.	Vermont Library Commission.
Louisville, Ky., Free Public Library.	Virginia State Library.
Minnesota Public Library Commission.	Waltham, Mass., Public Library.
New Bedford, Mass., Free Public Library.	Wilkes-Barre, Pa., Osterhout Free Library.
New York Public Library.	Wilmington, Del., Institute Free Library.
New York State Library.	Wisconsin Free Library Commission.
Norwich, Conn., Otis and Peck Library.	

SELECT LIST OF DONORS.

The library receives by gift such a large number of miscellaneous publications, all of which are acknowledged by mail, that it is impracticable to give an itemized record of them in this report. These gifts include the following classes of material: Four thousand eight hundred and sixty-nine bound and 398 unbound volumes, 3,762 pamphlets, 4,588 numbers of periodicals, 396 leaflets, 36 photographs, 60 maps, 13 post cards, 5 autograph letters, 6 broadsides, 15 pictures, 1 calendar, 26 badges, 1 medal—the last two items from the inaugural committee.

The following is designed to be a complete list of residents of Washington from whom gifts have been received:

Abbe, Prof. Cleveland.	Beatty, Dr. C. H.
Adams, I. W.	Bell, C. J.
Aldrich, Hon. N. W.	Bowerman, George F.
Allen, W. C.	Brooke, Mrs. M. E.
Allsworth, E. B.	Carnegie, Andrew, New York.
Anderson, C. L. G.	Clark, Dr. Victor S.
Barton, Leland.	Clarke, Miss A. E.
Bayly, Miss Margaret.	Cogle, Miss M. F.

SELECT LIST OF DONORS—continued.

Curriden, S. W.	McKinstry, Miss Maud.
Curtis, Dr. Henry S.	MacRay, Mrs. W. M.
Davis, Madison.	Martin, Mrs. G.
Davison, E. W.	Mindeleff, Mrs. Victor.
De Lacy, Hon. W. H.	Montgomery, Dr. W. S.
Depew, Hon. Chauncey M.	Moore, Mrs. C. N.
Donohue, Dr. Florence.	Moore, Miss Helen M.
Du Bois, James T.	Moore, W. T.
Duke, Miss Emma.	Morgan, Dr. E. L.
Dyson, Walter.	Munroe, Prof. C. E.
Eberbach, Edward.	Noa, Frederic M.
Eberhard, Edwin.	Norwood, Edward E.
Evermann, Dr. B. W.	Noyes, Mrs. Crosby S.
Fisher, Dr. A. K.	Noyes, Theodore W.
Flick, Taylor.	O'Donoghue, W. F.
Flynn, Mrs. Emily A.	Ott, Mrs. J. W.
Forman, Dr. S. E.	Posey, Mrs. Mason.
Foster, Mrs. C. B.	Prud'homme, Mlle.
Freeman, Nathaniel.	Raymond, Prof. George L.
French, Dr. Cecil.	Read, Albert M.
Frost, Dr. E. F.	Richards, L. A.
Gallinger, Hon. J. H.	Rochester, H. M.
Gaw, Albert C.	Schell, H. L.
Godoy, George.	Schmidt, Ewald.
Grant, Thomas.	Severance, Miss Mary E.
Gregory, Carl L.	Sewall, Dr. Frank.
Hager, Chris.	Sewell, B. F. B.
Hale, Hon. Eugene.	Shufeldt, R. W.
Hamilton, Frank.	Sipe, Miss S. B.
Hartwell, Miss Mary.	Skinner, Miss H. A.
Hasson, B. F.	Smith, F. S. Key.
Hay, O. P.	Smith, J. Henry.
Hayward, John A.	Smith, Hon. S. W.
Heyburn, Hon. W. B.	Solger, Miss L. M.
Hibbs, Waldo C.	Sorokoumowsky, Beata.
Hicks, Miss L.	Spilman, Miss Emily A.
Hodgkins, Mrs. H. L.	Stead, Mrs. Robert.
Hodge, Dr. F. W.	Stellwagen, Edward J.
Hogan, Rev. W. J. H.	Sterrett, Miss.
Howard, Dr. Joseph T.	Stoek, Miss F. G.
Howard, Mrs. Mary P.	Stout, J. Kennedy.
Hoyt, J. C.	Swett, C.
Hoyt, J. W.	Taggart, Hugh T.
Huldekoper, F. L.	Tawney, Hon. J. A.
Hunneman, J. C.	Taylor, J. P.
Iles, George, New York.	Taylor, William J.
Ingram, Dr. T. D.	Thomas, Joseph M.
Johnson, James W.	Tindall, Dr. William.
La Follette, Hon. R. M.	Totten, Miss.
Landis, Hon. C. B.	Vale, F. P.
Langdale, John W.	VanVleck, Arthur N.
Lawrence, Miss.	Vitz, C. P. P.
Leavitt, Ezekiel.	Walker, P. F.
Lockwood, Mrs. B. A.	Walsh, Miss H. I.
Loomis, John T.	Walter, John H.
Lyon, G. A., jr.	Webster, N. E., jr.
McClure, Miss Mary M.	Woodward, Dr. R. S.
Macrae, Mrs. Nathaniel.	Woodward, S. W.
McCullough, N. N.	

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report in detail of my receipts and disbursements as treasurer of the board of trustees of the Public Library, District of Columbia, during the fiscal year ended June 30, 1909:

Moneys collected at the delivery desk.

Balance on hand July 1, 1908.....	\$1, 944. 80
Mines:	
Adult	\$3, 044. 60
Juvenile	385. 48
Stations	80. 28
Total	8, 510. 84
Duplicate collection	1, 249. 15
Reserves	97. 58
Reissued cards	127. 40
Books lost and injured	122. 79
Sale of catalogues	2. 85
Money found in building 25
Total	7, 054. 16
Interest on deposit American Security and Trust Company	28. 78
Refund on magazine	4. 97
Grand total	7, 087. 86
Expended as follows:	
Books (main collection)	\$3, 942. 04
Books (duplicate collection)	777. 41
Periodicals	1, 056. 64
Rebinding duplicate collection	181. 64
Reimbursing emergency fund	75. 00
Printing	92. 50
Traveling expenses	91. 00
Employment of assistants	85. 00
Post cards	2. 75
Premium on bond of treasurer	12. 50
Premium on bond of notary public	5. 00
Rent of motor cycle	29. 45
Photographs	12. 00
Music rolls	100. 00
Membership fees in associations	47. 00
Die	3. 85
Total	6, 518. 28
Balance in hands of treasurer June 30, 1909	574. 58

Donation fund, including Henry Pastor memorial fund and Woman's Anthropological fund.

GEORGE F. BOWERMAN, *Treasurer.*

IN ACCOUNT WITH THE PUBLIC LIBRARY.

CR.			DR.		
1908.			1908.		
July 1	To balance in hands of treasurer.....	\$586.43	July 15	By paid Folk Lore Society, periodicals.....	\$0.84
Dec. 10	To check, James T. Du Bois.....	50.00	Nov. 23	By paid Woodward & Lothrop, books.....	3.00
Oct. 12	To check, Washington Sanitary Improvement Co.....	25.00	Dec. 29	By paid G. E. Stechert & Co., periodicals.....	3.00
1909.			...do....	By paid Folk Lore Society, membership fee.....	5.19
Apr. 30	To check, Washington Sanitary Improvement Co.....	25.00	1909.		
May 6	To check, Rev. C. S. Abbott.....	25.00	Jan. 6	By paid American Anthropological Association, membership fee.....	5.00
May 26	To check, Carl P. P. Vitz.....	25.00	Jan. 16	By paid American Folk Lore Society, membership fee.....	3.00
	To credit interest on deposit.....	9.85	...do....	By paid Archeological Institute of America, membership fee.....	10.00
			Feb. 13	By paid Barnes magazine agency, periodicals.....	100.10
			...do....	...do....	11.15
			Mar. 10	By paid Brentano's, books.....	8.53
			Apr. 3	By paid Boston Book Co., books.....	10.00
			Apr. 27	By paid Franz Hanfstaengl, pictures.....	50.32
			...do....	By paid Tice & Lynch, agents, books.....	5.00
			June 4	By paid Baker & Taylor, books.....	53.33
			June 25	By paid Woodward & Lothrop, books.....	17.95
			...do....	By paid Tice & Lynch, agents, books.....	11.73
			...do....	By paid Brentano's, books.....	24.00
			June 30	By balance in hands of treasurer.....	\$34.01
	Total.....	696.28		Total.....	696.28

IN ACCOUNT WITH THE HENRY PASTOR MEMORIAL FUND.

CR.			DR.		
1908.			1909.		
July 1	To balance in hands of treasurer.....	\$50.81	Feb. 13	By paid Barnes magazine agency, periodicals.....	\$100.10
Dec. 10	To check, James T. Du Bois, one-half year's interest on Henry Pastor memorial fund, 1908.....	50.00	June 30	By balance in hands of treasurer.....	.21
	Total.....	100.81		Total.....	100.31

Donation fund, etc.—Continued.

IN ACCOUNT WITH THE WOMAN'S ANTHROPOLOGICAL SOCIETY FUND.

Cr.			Dr.		
1908.			1908.		
July 1	To balance in hands of treasurer.....	\$81.70	July 15	By paid Folk Lore Society, periodicals	\$9.84
Oct. 12	To check, Washington Sanitary Improvement Co., semiannual dividend.....	25.00	Nov. 28	By paid Woodward & Lothrop, books.....	3.00
1909.			Dec. 29	By paid G. E. Stechert & Co., periodicals	3.00
pr. 30	To check, Washington Sanitary Improvement Co., semiannual dividend.....	25.00	...do....	By paid Folk Lore Society, membership fee.....	5.19
			1909.		
			Jan. 6	By paid American Anthropological Association, membership fee	5.00
			Jan. 16	By paid American Folk Lore Society, membership fee	3.00
			...do....	By paid Archeological Institute of America, membership fee.....	10.00
			Feb. 12	By paid Barnes magazine agency, periodicals.....	11.15
			Mar. 10	By paid Brentano's, books...	8.55
			Apr. 3	By paid Boston Book Co., books.....	10.00
			June 30	By balance in hands of treasurer	62.87
	Total.....	131.70		Total	131.70

SUMMARY OF RECEIPTS AND EXPENDITURES.

Congressional appropriations for salaries, contingent expenses, books, bindings, etc., are paid on bills audited by the District auditor. In order, however, to give in this report a full financial statement of the library, it seems proper to include a summary of all receipts from whatever sources and of all expenditures from whatever funds. It should be stated that all congressional appropriations must be expended within the fiscal year for which they are appropriated; otherwise they lapse. Consequently there is never a balance to carry forward from one year to another. A statement for the fiscal year ended June 30, 1909, follows:

RECEIPTS.

Congressional appropriations:		
Salaries, regular roll	\$38,430.00	
Salaries, Sunday and holiday service.....	1,700.00	
For books	7,500.00	
For binding.....	3,500.00	
For contingent expenses	7,500.00	
Total appropriations	\$58,630.00	
Reserve fund:		
Balance, June 30, 1908.....	1,944.30	
Receipts, including interest and refund on magazine.....	5,143.56	
Donation fund:		
Balance, June 30, 1908	536.43	
Receipts, including interest	159.85	
Total library funds.....	7,784.14	
Total receipts.....	66,414.14	

EXPENDITURES.

Salaries.....	\$40,215.00
Books.....	12,384.12
Periodicals.....	1,180.73
Binding.....	8,081.64
Contingent expenses.....	8,044.06
Total expenditures.....	<u>\$65,505.55</u>
Balance, June 30, 1900.....	908.59

Respectfully submitted.

GEORGE F. BOWERMAN,
Treasurer.

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

A P P E N D I X .

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to

obtain for the library public documents of all kinds, as well as the publications of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogued according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

REGULATIONS FOR USE OF LECTURE HALL.

The trustees have adopted the following resolution to govern the use of the library lecture hall:

Resolved, That it is declared to be the policy of the board of library trustees to confine the public use of the library's lecture room to free public lectures or discussions on unobjectionable topics of popular interest and educational tendency.

That, in accordance with this policy, no charge, direct or indirect, shall be permitted to be made to the audience at such lectures or discussions, and that the applicant for permission to make such use of the lecture room shall be required to announce through the local press that such lecture or discussion is free to the public and to invite the public attendance upon it.

That applications for permission to use the lecture room shall be in writing, addressed to the board of library trustees, and shall set forth the facts concerning the nature of the proposed lecture or discussion and the pledges above required in respect to it; that each application shall bear the indorsement of the librarian to the effect that the lecture room is available for the requested use at the time designated; that such applications shall be considered and acted upon by the board, on favorable report from the committee on building; and that in emergency cases where use of the lecture room is desired in advance of the next meeting of the board the president is authorized to grant the requested permission, if the written application for such use in due form as above required is presented, with the favorable indorsements of the librarian and three members of the committee on building.

REGULATIONS FOR USE OF STUDY ROOMS.

Resolved, That it is declared to be the policy of the library trustees to confine the public use of the library's study rooms to the use by individuals or groups of individuals as places of quiet study. That, in accordance with this policy, the librarian is authorized to assign such study rooms to individuals, committees, or clubs for limited periods, in order that such individuals, committees, or clubs may better avail themselves of the resources of the library by having books, periodicals, etc., sent to such study rooms on request. That such study rooms shall not be used by clubs having a regular order of business or any programmes that are not closely connected with the study of the books and periodicals of the library.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended to the date of the publication of this report:

ARTICLE 1. The library shall be open for the delivery and return of books and for reading and reference every week day from 9 a. m. to 9 p. m., July 4 and December 25 excepted. The library shall be open for reading and reference every Sunday from 2 to 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be signed in person at the library and must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian.

ART. 4. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased, if in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid charges or cost of replacing books lost or damaged, be refunded.

ART. 5. Each person entitled to draw books from the library will be supplied with two cards inscribed with his or her name, residence, and register number. These cards must be presented whenever a book is taken, returned, or renewed. If lost, cards will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all charges accrued on the same. Books and magazines may not be transferred from one reader's card to another. No card shall be lent outside the household of the holder. Both reader's card and book are stamped with the date they are due.

ART. 6. One book may be taken out at a time on each card and retained two weeks (except those labeled "Seven-day book"). Two or more volumes, if of the same book, will be considered as one book. They may be renewed once for the same period, unless reserved by other persons in the meantime. A magazine may be drawn on a white card in addition to a book. Books of recent purchase, very popular books, and current magazines are called "Seven-day books." (These books have the notice on the inside and outside cover, and may not be renewed.)

ART. 7. Books may be renewed by mail by sending the reader's card (on which the book was drawn), the author and title of the book, and the call number, which will be found on the pocket on the back cover of the book. If the return of the cards is desired, a self-addressed stamped envelope should be inclosed. Books may not be renewed by telephone. After one renewal a book may not be taken out again by the same borrower or by any other member of the same household, until it has remained on the library shelves for twenty-four hours.

ART. 8. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents. Pay duplicate copies of new fiction may also be reserved.

ART. 9. Books of reference and those deemed by the library committee or librarian unsuitable for general circulation shall not be loaned for home use, except upon special permission of the committee or librarian. Such books will be designated in printed catalogues by the abbreviation "Ref." and in card catalogues by the words "Reference book, does not circulate" stamped on the face of the card.

ART. 10. A charge of 2 cents a day for each book will be made for books kept overtime. No charge will be made for days on which the library is not open for the circulation of books for home use. Borrowers must take notice of the expiration of the time allowed. After five days' delinquency a notice will be sent. At the expiration of two weeks from the date the book is due (if it is not

returned) a messenger will be sent for it, who shall have authority to collect the amount accrued and an additional fee of 20 cents for such messenger service. No claim to exemption can be established because of failure of any notice to or from the library. No book will be delivered to persons allowing such charges to remain unpaid. Whenever a borrower will not pay such charges as may be against him, his guarantor will be held responsible.

ART. 11. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 12. If any borrower lose or materially injure a book, paper, or magazine belonging to the library he shall pay the cost of replacement. If the book so lost or injured be part of a set he shall pay for the entire set, and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it, shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 13. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library.

ART. 14. Teachers' cards may be issued, on which 10 books other than seven-day books of fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Normal school students' cards may be issued, on which 5 books, other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Books issued on teachers' and normal school students' cards are subject to recall if required by other readers.

ART. 15. The librarian may, at his discretion, cause to be issued special-privilege cards, entitling readers, who satisfy him of their need for such special privileges, to 10 or more books other than fiction and recent purchases, for use in pursuing courses of reading. Such privileges may be withdrawn at any time at the discretion of the librarian.

ART. 16. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 17. The reader's card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 20. The use of inks is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 21. No dogs or other animals shall be permitted in the building.

ART. 22. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library are prohibited in all parts of the library building.

ART. 23. Men and boys shall remove their hats and remain uncovered within the building.

ART. 24. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offense is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offense.

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THE PUBLIC LIBRARY
OF THE
DISTRICT OF COLUMBIA

ANNUAL REPORT OF THE
BOARD OF TRUSTEES
AND OF THE LIBRARIAN

1909-1910



GOVERNMENT PRINTING OFFICE
WASHINGTON
1910

respects:

The Public Library was created by act of Congress approved June 3, 1896 (Stat. L., p. 244), which provides that the library "shall be the property of the said District" * * * and that "the Commissioners of the said District are authorized on behalf of the said District to accept and take title to all bequests and devises for the purpose of aiding in the maintenance or endowment of said library."

The corporation council of the District has forwarded the following forms:

FORM OF CITY WILL.

"I give and devise to the District of Columbia for the Public Library reading room, established under an act of Congress approved June 3, 1896 (Stat. L., p. 244), the sum of ——— dollars."

FORM OF DEVISE.

"I give, devise, and bequeath to the District of Columbia the Public Library and reading room, established under an act of Congress passed June 3, 1896 (Stat. L., p. 244), the following-described real estate —, to-wit:—"

The corporation council also states that if the gift or devise is to be for any special department of the library or any special purposes (such, for example, as the purchase of children's books), or if there is any other condition, condition should be expressed in the will.

In view of certain misunderstandings on this point, it should be explained that Mr. Carnegie's bequests to this library are, as elsewhere, confined to the purchase of books and do not cover endowments. Expenses for rent, heat, and supplies are not from congressional appropriations, and are always for the purpose of meeting the needs of our growing work. American municipal free public libraries have large endowment funds, in cases receiving sufficient notice to any all needed books, periodicals, etc.

THIRTEENTH ANNUAL REPORT OF THE
BOARD OF TRUSTEES
AND
TWELFTH ANNUAL REPORT OF THE
LIBRARIAN OF THE PUBLIC LIBRARY
OF THE DISTRICT OF COLUMBIA

FOR THE FISCAL YEAR
ENDED JUNE 30
1910



WASHINGTON
GOVERNMENT PRINTING OFFICE
1910

OFFICERS OF THE LIBRARY

BOARD OF TRUSTEES.

SAMUEL W. WOODWARD, term expires 1912.
BRAINARD H. WARNER, term expires in 1912.
JOHN B. LARNER, term expires 1912.
JOHN B. SLEMAN, Jr., term expires 1914.
R. ROSS PERRY, term expires 1914.
HERBERT PUTNAM, term expires 1914.
THEODORE W. NOYES, term expires 1916.
CHARLES J. BELL, term expires 1916.
WENDELL P. STAFFORD, term expires 1916.

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1

REPORT
OF THE
BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, D. C., *September 30, 1910.*

GENTLEMEN: The figures of last year suggest that the inadequacy in numbers of the library force (which has remained almost unchanged during three years of extraordinary growth in the library's operations), the constant shifting in personnel of the force caused by numerous resignations from underpaid positions, and the failure to increase adequately the net additions to the book stock are last affecting the library's ability to meet the public demands and are retarding its growth in public usefulness. The activity of the library, as measured by home circulation, which has up to this time recorded very large percentage gains over the preceding year in every year of the library's existence and which increased 23 per cent in 1908-9 over the previous year, gained in 1909-10 only 2 per cent over 1908-9. The conditions in respect to library force and book stock have had a tendency to congest and hamper the operations of the central library and to check the normal enlargement of circulation through the establishment of necessary deposit stations and minor branch libraries.

THE YEAR'S PROGRESS.

The notable progress of the year has been, therefore, not in extending the benefits of the library to many thousands of new readers, but in increasing the measure and degree of its usefulness within the limits of an almost stationary circulation. The improvement has been in the quality rather than in the quantity of its beneficial work. Instead of presenting, as in the past, remarkable percentages of growth in miscellaneous book lending, this year's record shows great gains only in special branches of circulation, as in the industrial department (where the increase over the previous year was 31 per cent) and in that of mounted pictures, in which the circulation was 63,783, an increase of about 50 per cent over the preceding year. The continued extension and improvement of the industrial department, the further enlargement of the open-shelf space, and the issuing and circling of select lists of books on special topics of current or general interest have been factors in swelling the percentage of nonfiction reading at the library, and in increasing the library's practical use-

fulness. The percentage of fiction circulation has decreased in the last six years from 84 to 62 per cent, not at all as the result of any policy of discouraging the reading of the best fiction, but as a consequence of the librarian's policy of making available as far as possible to a constantly widening constituency the best nonfiction books on every subject of human interest.

The library now numbers over 121,000 volumes; the number of registered borrowers is 51,204; the home circulation (of books alone) during the year was 603,061; and the adult attendance in the reference and useful arts rooms was 154,728.

TAKOMA PARK BRANCH LIBRARY.

The action of Congress in passing at the last session the Takoma Park Branch Library bill is noted with profound satisfaction. After seven years success has rewarded the efforts of thoughtful legislators in both Houses of Congress who have ably advocated this meritorious legislation and to whom a debt of gratitude from the community is due.

The branch library law reads as follows:

(PUBLIC—No. 115.)

(S. 4624.)

AN ACT To authorize the Commissioners of the District of Columbia to accept donations of money and land for the establishment of a branch library in the District of Columbia, to establish a commission to supervise the erection of a branch library building in said District, and provide for the suitable maintenance of said branch.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Commissioners of the District of Columbia be, and they are hereby, authorized to accept from Andrew Carnegie a donation not less than thirty thousand dollars for the purpose of erecting a suitable branch library building in Takoma Park, subject to the approval of the commissioners and the public library trustees, and to accept conveyance of unencumbered land considered suitable by the said commissioners and library trustees as a site for a branch library for Takoma Park. And authority is hereby conferred upon a commission, to consist of the Commissioners of the District of Columbia, the chairman of the committee on branch libraries of the library trustees, and the librarian of the public library of the District of Columbia, to supervise the erection of said branch library building: *Provided*, That such branch library building shall not be opened for public use until Congress shall hereafter provide for the necessary expenses of maintaining said branch library when the same shall be completed and ready for such use: *And provided further*, That the appropriation for such expenses shall not exceed in any one year the sum of ten per centum of the total cost of such building.

Approved, April 4, 1910.

In accordance with the provisions of this law the commissioners and library trustees have declared that they consider suitable the site for a branch library donated by public-spirited citizens of Takoma Park and the commissioners have accepted the same. The commissioners have also, in accordance with the law, accepted from Andrew Carnegie a donation of \$40,000, the amount necessary for erecting the branch library building considered suitable and approved by the commissioners and library trustees. The commission created by the law has organized and is now engaged in supervising the erection of the branch library building. Architects have been secured, plans have been prepared, and it is expected that the building will be ready for use by July 1, 1911.

The limitation of the maintenance appropriation of the branch library to 10 per cent of the cost of the building, considered in connection with Mr. Carnegie's requirement that the maintenance provision shall be at least 10 per cent of that cost, apparently renders it essential that the maintenance appropriation shall be made in a lump sum, amounting to exactly 10 per cent of the cost of the building, leaving this amount to be apportioned among the branch library's maintenance needs in the discretion of the trustees, as the library's contingent fund is now expended. In no other way, apparently, can the dual requirement be met with absolute certainty.

Congress should be urged in future branch library legislation to omit this limitation, which reduces the maintenance provision somewhat below the percentage which experience has demonstrated to be wise in the case of other public libraries, and which ties the hands of the succeeding Congresses, upon whom the duty and responsibility of making suitable maintenance provision for the branch library will fall.

The branch library legislation was most progressive and encouraging in its promise of great future circulation growth to the library. But branch library establishment through congressional enactment in accordance with the terms of Mr. Carnegie's gift will, as experience suggests, be a slow process, and no effort should be neglected to secure in the meanwhile the larger book stock and the increased library force which will render possible the establishment, outside of Mr. Carnegie's beneficence, of deposit stations and minor branches at points where they are most needed.

This increase of centers of distribution is most essential in the full development of the library work among school children, a peculiar and exclusive function of the public library as a supplement of the educational system of the District. The children's room has been removed from the basement to spacious, well-lighted, and attractive quarters on the second floor of the library building, a trained supervisor of work with the schools has been provided, and the trustees have high hopes of a notable development of this important branch of the library's usefulness.

LIBRARY ENDOWMENTS NEEDED.

The special needs of the library are, in brief, a larger and better paid force and more books. The latter need can and should be met in part by private donation and endowment. The fact that Mr. Carnegie's beneficence has provided the attractive shell in which the library is housed should not deter other benefactors from strengthening by gift and by legacy the library itself. The donation of money to create or maintain special collections of books or other publications, bearing the donor's name, is of frequent occurrence in other cities, and a tempting opportunity for such benefactions is offered in the case of the Washington Public Library. To what better use could a portion of the surplus money of the wealthy and beneficent be put than to endow the children's room, or the school work, or the industrial department, or to maintain a newspaper room like the Todd benefaction in the Boston Public Library? It is not intended to imply that our library has been entirely neglected in this respect. It has received valuable donations of both money and books, and two

small endowments. The librarian indicates in his report that the library has been remembered in several wills recently made. The strengthening of the library by donation or by legacy is commended by the trustees to public-spirited Washingtonians.

WANTED—LARGER FORCE, MORE BOOKS.

The main reliance of the library in the matter of its book-needs as well as in respect to an adequate library force must be, of course, in larger appropriations by Congress. Resignations from the force (in most cases to accept better-paid positions in other libraries), though not in so great percentage as in the preceding year or in the year before that, have been sufficiently large (26 per cent) in the year just ended to emphasize afresh the contention that inadequate compensation causes the library to be drained annually of a large fraction of its experienced employees, to its own injury and to the detriment of the community. Special consideration is asked by the trustees for the estimate of increase in the salary of the accomplished and efficient librarian.

A justification of the library estimates in their entirety as submitted, considered in their equitable relation to other municipal expenses, is contained in the letter of the trustees transmitting the estimates to the commissioners, a copy of which is hereto appended.

Explanation of the separate items of the estimates will be found in the notes embodied in the estimates.

LIBRARY ESTIMATES FOR NEXT YEAR.

The Public Library estimates for 1911-12, as submitted by the library trustees to the Commissioners of the District, are as follows:

Estimates for 1911-12.

	Appropriation 1910-11.	Estimates 1911-12.
LIBRARY AND BUILDING FORCE.		
Librarian.....	\$3,500	\$5,000
NORR.—The trustees believe that the salary of the librarian should be fixed at \$5,000 per annum. This sum is required to make the salary commensurate with the services rendered and to put it on a par with the salaries paid to chief librarians of other municipal libraries of equal rank.		
Assistant librarian.....	1,500	1,800
NORR.—The estimated sum is required in order to retain an officer of sufficient ability to perform the administrative duties of this position.		
Chief, circulating department.....	1,200	1,500
NORR.—The large and growing circulation and the numerous force of this department involve heavy responsibilities.		
Children's librarian.....	1,000	1,200
NORR.—The largely increased responsible work of this department justifies this increase of salary.		
Librarian's secretary.....	900	1,000
NORR.—The responsibilities of the position of business officer or chief clerk require that it be increased to the amount originally estimated.		
Reference librarian.....	1,000	1,200
NORR.—The growth of the work of this department and the quality of the service rendered require this increase for its chief.		
Chief of the order department.....		1,200
NORR.—The volume and complexity of the book-order work require an adequately paid chief having business ability and knowledge of books, their prices, etc.		
Chief, useful arts department.....		1,200
NORR.—The success of this new department and the importance of the service justify and require a well-educated and trained chief.		

Estimates for 1911-12—Continued.

	Appropriation 1910-11.	Estimates 1911-12.
LIBRARY AND BUILDING FORCE—continued.		
Municipal reference librarian.....		\$1,200
NOTE.—The commissioners desire that the important work of collecting and indexing material regarding municipal administration be systematically undertaken at the District building. This should be carried on as a branch of the Public Library.		
Assistant in charge of work for the blind.....		1,200
NOTE.—Books for the blind have been transferred from the Library of Congress to this library. The readings and entertainments for the blind formerly given at the Library of Congress are now conducted in the Public Library lecture room. As the work for the local blind persons falls more appropriately in the field of the District library, the assistant in charge of such work should be transferred from the Library of Congress roll. This is, therefore, not a new salary, but a transfer from the legislative bill.		
Assistant.....	\$1,000	1,000
Two assistants, at \$900 each.....		1,800
NOTE.—One assistant at this salary is needed to be first assistant in the circulating department. As the hours during which the department is open are long, the first assistant must approximate the chief in administrative ability. Another assistant of this grade is needed to take charge of the periodicals department.		
Four assistants, at \$720 each.....	2,880	
Seven assistants, at \$720 each.....		5,040
NOTE.—One of these new assistants is needed to supervise the bindery work and one as first assistant in the book-order department and one in the children's department.		
Four assistants, at \$600 each.....	2,400	
Five assistants, at \$600 each.....		3,000
NOTE.—The extra assistant at this rate is needed in the work with schools.		
Three assistants, at \$540 each.....	1,620	1,620
Copyist.....	480	480
Chief, catalogue department.....		1,500
NOTE.—The volume and grade of work that is being done require an officer of high technical skill and good administrative ability to cope with it. At least 15 cataloguers holding subordinate positions in local libraries receive as much as, or more than, the estimated salary.		
Cataloguer.....	900	900
Do.....		840
NOTE.—In order to keep current cataloguing work up to date and to issue bulletins and class catalogues, this increase in the catalogue force is needed.		
Cataloguer.....	720	720
Do.....	600	600
Three temporary cataloguers, at \$540 each.....	1,620	
Three cataloguers, at \$540 each.....		1,620
NOTE.—To cut these cataloguers out because called "temporary" would demoralize the work of the library. There is no prospect that they can be spared, and they should appear in the appropriation as a part of the permanent force.		
Stenographer and typewriter.....	720	
Two stenographers and typewriters, at \$720 each.....		1,440
NOTE.—The increase of correspondence and other clerical work makes this additional assistant necessary.		
Two assistants, at \$480 each.....	960	960
Two attendants, at \$600 each.....		1,200
NOTE.—The increasing work of the issue department and the importance of raising the quality of the service make necessary these positions.		
Six attendants, at \$540 each.....	3,240	3,240
Five attendants, at \$480 each.....	2,400	2,400
Collator.....	480	480
Two messengers, at \$480 each.....	960	
Three messengers, at \$480 each.....		1,440
NOTE.—The rapidly increasing work of delivering books to schools and stations and the collection of books not returned by borrowers, make another messenger necessary.		
Ten pages, at \$360 each.....	3,600	3,600
Two janitors, at \$480 each.....	960	
Three janitors, at \$480 each.....		1,440
NOTE.—It is impossible to keep the building and books clean with the present janitor force.		
Engineer.....	1,080	1,200
NOTE.—The services of the intelligent man now holding this position are so valuable to the library as to justify the further increase recommended for the last three years.		
Fireman.....	720	720
Workman.....	480	600
NOTE.—The man holding this position is, because of his mechanical ability, so valuable to the library as to justify better payment for his services.		
Library guard.....	720	720
Two cloakroom attendants, at \$360 each.....	720	720
Six charwomen, at \$180 each.....	1,080	1,080
Total for salaries.....	39,440	56,980

Estimates for 1911-12—Continued.

	Appropriation 1910-11.	Estimates 1911-12.
SPECIAL SERVICES.		
For the employment of substitutes and other special and temporary service, at the discretion of the librarian.....	\$1,000	\$1,000
For keeping the library open 52 Sundays, 2 to 9 p. m.; 5 holidays, 9 a. m. to 9 p. m.; and for extra services on Saturday afternoons in July, August, and September.....	1,700	2,500
NOTE.—The present appropriation is not sufficient to provide for the home circulation of books on Sundays. This is regarded as desirable.		
BOOKS, BINDING, CONTINGENT, ETC.		
For purchase of books.....	7,500	15,000
NOTE.—The increase is required to meet demands caused by the increase in circulation, the need of extensive duplication, the demand for many technological books, the desirability of extending the system of circulation through the schools, the increased cost of books, and the need of extending the periodical list.		
For binding.....	3,500	4,000
NOTE.—The increase in circulation and the increasingly poor quality of publishers' bindings render the additional amount necessary.		
Hereafter the Commissioners of the District of Columbia are authorized to enter into contract or contracts for binding books for the Public Library for periods not exceeding three years, subject to annual appropriations of Congress, under such conditions and specifications as they may prescribe.		
NOTE.—It is believed that more favorable contracts can be secured by assuring continuous work to a contractor for a longer period than one year.		
For fuel, lighting, fitting up building, including lunch-room equipment, maintenance of one motor-cycle, and other contingent expenses.....	8,000
For fuel, lighting, fitting up building, including lunch-room equipment, purchase and maintenance of motor-cycles, and other contingent expenses.....	8,000
NOTE.—The work of delivering books to the public schools, stations, etc., has grown to such proportions that at least two motor-cycles are needed.		
Total.....	61,140	87,360

Summary of estimated increases.

New officers asked for:		
Chief, order department.....	\$1,200	
Chief, useful arts department.....	1,200	
Municipal reference librarian.....	1,200	
Assistant in charge of work for blind.....	1,200	
Chief, catalogue department.....	1,500	
Cataloguer.....	840	
Stenographer and typewriter.....	720	
Two assistants, at \$900 each.....	1,800	
Three assistants, at \$720 each.....	2,160	
Assistant.....	600	
Two attendants, at \$600 each.....	1,200	
Messenger.....	480	
Janitor.....	480	
		\$14,580
Increases of salaries asked for:		
Librarian.....	1,500	
Assistant librarian.....	300	
Librarian's secretary.....	100	
Reference librarian.....	200	
Children's librarian.....	200	
Chief, circulating department.....	300	
Engineer.....	120	
Workman.....	120	
		2,840
Other increases asked for:		
Sunday opening.....	800	
Purchase of books.....	7,500	
Binding.....	500	
		8,800
Total increases asked for.....		26,220

THEODORE W. NOYES,
President of Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

WASHINGTON, *June 10, 1910.*

GENTLEMEN: I have the honor to forward herewith the detailed estimates for maintaining the Free Public Library during the fiscal year 1912 as adopted by the library trustees. In addition to the arguments contained in notes under each item of increase, the trustees desire to bring the following considerations to your attention:

In due course we shall forward our annual report covering the fiscal year 1910. This will show the constant growth of the work of the library and the steady improvement in the quality and utility of its service. It will also show that the only reason why the work has not made more rapid progress is the fact that Congress has latterly all but ceased to increase our appropriations. This has compelled us to expand the service slowly or not at all instead of rapidly, in response to demands and observed needs. Inability to increase our force and pay better salaries results in numerous resignations, with consequent lowered efficiency.

Until last year the commissioners were accustomed to approve the library estimates as adopted by the library trustees. Last year, however, after submitting our estimates, we were called upon by the commissioners to scale them down far below our needs, on the theory, doubtless, that the recently enacted law limiting the total estimates equitably required this radical reduction in the library estimates. We submit, as an argument for forwarding our estimates intact this year, in addition to the demonstration that they represent only the library's actual needs, a statement showing that, as compared with other most progressive American municipalities, Washington's public library expenditures form a disproportionately small part of the expenditures of the District.

Washington devotes 0.57 per cent of its total appropriation to the Public Library, according to the district auditor's unpublished tables, and 0.7 per cent of its "general and special service expenses" to the library, according to Census Bureau special report, "Statistics of cities having a population of over 30,000 in 1907," page 360.

Out of the 15 largest cities of the United States, census tables, 1907, group I (population of 300,000 or over), of which Washington is given as fifteenth, only one has a smaller percentage of expenditures for libraries (San Francisco, 0.6 per cent) and two (Baltimore and New Orleans) the same percentage, 0.7 per cent. Other cities in this group run from 0.8 per cent, St. Louis, to Cincinnati and Cleveland, 2.3 per cent each; and Pittsburg, 2.6 per cent; and include Buffalo, Detroit, and Milwaukee, 1.6 per cent each. The average of the group is 1.3 per cent.

Of cities in Group II (population 100,000 to 300,000), two, Rochester, N. Y., and Richmond, Va., have no public libraries. All others spend for libraries from 0.8 per cent (Providence) to 3 per cent (Grand Rapids). Newark, Syracuse, and Fall River each spend 1.6 per cent and Minneapolis and Indianapolis, 1.8 per cent. The average of the group is 1.4 per cent.

Of cities in Group III (population 50,000 to 100,000), only two (Evansville, Ind., 0.3 per cent and Norfolk, Va., 0.6 per cent) spend a less proportion than Washington. Others range from 0.8 per cent (Savannah, Yonkers, and Houston) to 3.2 per cent (Springfield, Mass.). The average of this group is also 1.4 per cent.

In the face of such figures the Washington Public Library has not been and is not now presenting unwarranted estimates. If for the fiscal year 1907 (the year on which the Census Bureau's special report is based) we had secured the full amount of our estimates for that year of \$66,280 (instead of the actual appropriation of \$47,260) that estimated sum plus our expenditures from fines of \$4,804 (a total of \$71,084), would have been but 0.95 per cent of the District's outlays for "general and special service expenses" of 1907 as given in the Census Bureau tables.

Had the Washington Public Library received the full amount of its original estimates of \$85,480 for 1911 and should it also expend an average sum from receipts from fines of \$5,000, its total expenditures of \$90,480 would be but 0.85 per cent of the total District expenses of \$10,608,045 for 1911 and 1.2 per cent of \$7,434,303—the sum given in the Census Bureau tables as the District's outlay for "general and special service expenses" in 1907. But the District auditor states that it may be conservatively estimated that not less than \$8,000,000 of the 1911 outlays will be devoted to "general and special service expenses." On that basis \$90,480 would be but 1.13 per cent of the total maintenance expenses.

If the library's full estimates of \$87,360 for 1912 should be appropriated, and the library should also expend \$5,000 of fine money, and should the district appropriations for 1912 be the same as for 1911 (\$10,608,045) the library's expenses would be but 0.87 per cent of the total District expenses. Moreover, our expenses would still be but 1.15 per cent of \$8,000,000, the District auditor's conservative estimate for "general and special service expenses."

As the District's estimates for 1912 will surely not fall below \$11,000,000 the Public Library's estimates should not, we urge, be cut down in advance of being sent to Congress. If the library's expenditures should be increased so as to average those of the cities of its class, that is, 1.3 per cent of the total "general and special service expenses," and if for 1912 the figures of 1907 (\$7,434,303) should obtain, the library's expenditures would be \$96,645. If, as seems more likely, according to the auditor, the District devotes not less than \$8,000,000 (out of a total appropriation approximating \$11,000,000) to "general and special service expenses" the library should be enabled to expend as its share not less than \$104,000, in order to put it on a par with the average of the cities of its class. Using the same basis of \$8,000,000, if its percentage of expenditures should be made to equal those of Buffalo, Detroit, and Milwaukee (1.6 per cent), it would spend \$128,000 on the library; if it patterned after Cleveland and Cincinnati (2.3 per cent), it would devote \$184,000 to library purposes.

In the face of these comparative figures it seems to the library trustees that our estimates, even though they represent an increase of \$26,220 over our appropriation for 1911, are moderate and should, as a matter of justice to the important municipal enterprise we represent, have the indorsement of the commissioners and be sent to Congress with the full advantage of your approval.

Very respectfully, yours,

THEODORE W. NOTES,
President Library Trustees.

THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA,
Washington, D. C.

REPORT OF THE LIBRARIAN.

WASHINGTON, *August 1, 1910.*

GENTLEMEN: I have the honor to present my report of the work of the library for the fiscal year ended June 30, 1910, comprising the sixth year of my service in Washington.

LEGISLATION AUTHORIZING TAKOMA PARK BRANCH.

The event of the year that stands out with greatest prominence, and the one that offers most hope for the future progress of the library, is the enactment by Congress, seven years after the introduction of the bill, of the law authorizing the erection of a Carnegie branch library building at Takoma Park. Similar bills had several times been passed by the Senate, but had failed of passage by the House. When the bill was finally passed by that body the temper of the debate seemed to indicate that legislation authorizing the acceptance of the money offered by Mr. Carnegie for a system of branch libraries for the District would hereafter be readily enacted. At any rate the principle of accepting money from Mr. Carnegie for public library buildings for the District, first adopted by Congress in the case of the central library, has been reaffirmed by the passage of this new legislation.

It is to be regretted that in enacting the Takoma Park branch-library law Congress saw fit to limit the maximum annual appropriations for maintenance expenses to 10 per cent of the cost of the building. Judging by the experience of other municipal branch-library systems, where the maintenance expenses of branch libraries are often 15 per cent or more of the cost of the buildings, the usefulness of the branch is likely to be limited by this restriction. It will probably prove necessary to keep it open less than the full hours of the central library. It is desirable that this limitation be removed and that legislation for later branches shall not contain a similar limitation.

The law established a building commission composed of the Commissioners of the District, the chairman of the committee on branch libraries, and the librarian. Messrs. Marsh & Peter, of this city, have been retained as architects. The plans are well under way and the contracts will soon be advertised for. The erection of the building will be supervised by the municipal architect. It is hoped to have the branch ready for use by July 1, 1911. Mr. Carnegie has allotted \$40,000 for the erection of the building.

SUMMARY OF THE YEAR'S RECORD.

That the appropriations for library maintenance have remained almost unchanged for the last three years has at last had its effect on

the statistics of library use. Instead of large gains in home circulation and other figures indicative of library use, such as have been shown in former reports, the statistics for last year are only slightly in excess of the previous year. The book stock grew from 114,364 volumes to 121,077 volumes; the home circulation was increased from 591,704 volumes to 603,061 volumes; or, if music rolls (circulated in 1908-9, but not last year) and mounted pictures are included, the totals of home circulation are 646,201 pieces for 1908-9 and 666,844 for the past year. Including books only, the increase in circulation is less than 2 per cent; including all circulation, the increase is 3 per cent.

The reports of a number of the larger American municipal libraries are showing decreases in circulation for the past year. Such decreases are attributed in some quarters to improved industrial conditions, resulting in less time for reading; also it is thought that the cheap moving-picture shows are proving powerful rivals of books. The former of these causes is only slightly applicable to nonindustrial Washington; the latter is undoubtedly an active force in this city. However, it is but slight consolation to know that many other municipal public libraries report decreases in circulation and that this library a little more than holds its own, when it is confidently believed that with larger appropriations for books and service even our central library, though its service is often somewhat congested, could probably have circulated more books; and it would undoubtedly have been possible to roll up large figures of circulation with a system of branches either in Carnegie buildings or in rented quarters. Moreover, even the deposit stations, which this year show a decrease in circulation, could have been multiplied, and all would probably have distributed an increased number of books had it been possible to furnish them with adequate supplies of books and to conduct them by paid assistants instead of by volunteers as has always been necessary.

With practically stationary appropriations, it was not expected that there would be an increase in library use, and with present limitations efforts to that end would be ill advised. Instead, the main endeavor of the past year has been in the direction of intensive work—better coordination and improved service to the public. The following report of the librarian, together with the subjoined reports of chiefs of library departments, covers some of the most important of these efforts for better service, with emphasis on new methods.

HOME CIRCULATION.

In the family of Washington libraries the typical and most essential work of the Public Library is probably that of home circulation, though in spite of the presence of the Library of Congress and the departmental libraries, the reference work of this library, mentioned elsewhere, is constantly increasing and becoming both absolutely and relatively more important. The grand total figures of home circulation of 666,844 for the last year include 603,061 volumes and 63,783 mounted pictures. The circulation of books included 548,491 volumes from the central library, 24,872 volumes from 13 deposit stations (including 3 Sunday schools), and 29,698 volumes from public schools and playgrounds. A comparison of these totals with those of 1903-4

(the year preceding the administration of the present librarian) shows an increase from 278,188 to 603,061, or 117 per cent, if books only are considered, or to 666,844, or 140 per cent, if pictures also are included. (See report of circulation department, pp. 28-32.)

THE QUALITY OF READING.

That the quality of the reading done is constantly improving is apparent to any observer, though most of the evidences that this is true can not be shown by statistics. No opinion is here registered that a falling percentage of fiction circulation is necessarily an indication of improvement in the literary taste of library users. It is true that the library has always furnished an abundant supply of the best fiction, new as well as classic. At the same time as a result, it is believed, of the effort to make available to a constantly widening constituency the best books on every subject of human interest, the percentage of fiction circulated has gone steadily downward from 84 (1903-4) to 62 for 1909-10. Notwithstanding the fact that there has not only been no discrimination against fiction, but rather a consistent effort to make it completely available to readers, for the first time the amount of fiction drawn shows not only a relative but an actual decrease. The figures are 365,598 volumes of fiction taken from the central library in 1908-9 and 356,361 volumes in 1909-10. It is also interesting to point out that whereas the total increase of book circulation since 1903-4 was 117 per cent, the increase of fiction has been but 53 per cent.

Among the factors that have also influenced the reading have been the further enlargement of the open-shelf space, the continued extension and improvement of the industrial department, the issuing of a large number of brief select lists on special topics of current or general interest, the sending of such lists and even post-card notices covering single books to persons thought to be interested in certain classes of literature, the encouragement of the habit on the part of readers of recommending books for purchase and the prompt acquisition of such books wherever possible, and the intelligent help and guidance given by the assistants at the bureau of information to readers wanting books for home use. (See report of the circulation department, p. 32; bureau of information report, p. 37; also special report on publicity, pp. 52-54.)

REGISTRATION.

At the close of the year 51,204 readers were registered as borrowers. During the year there were 13,476 memberships canceled and 14,274 registrations. Besides these regular memberships, 493 ten-book cards were issued to teachers (including Sunday school teachers), 92 privilege cards to persons carrying on special studies, and 80 to strangers on \$5 deposits. Separate figures of the sex of adults registered were again kept; 58 per cent are women and 42 per cent men. (For further details of registration, see pp. 31-32.)

REFERENCE DEPARTMENT.

The report of the reference librarian shows that the collections of that department are constantly being improved and that its service

is being increased. A new enterprise of the past year has been the compilation by correspondence of a card directory of the literary, musical and other organizations of the District. It is designed to keep this up-to-date and to extend its scope as rapidly as possible so that it will include all kinds of local organizations. It is already proving useful in the library's publicity work and is often consulted by readers. Organizations are also invited to send club programs, yearbooks and other printed matter.

In view of the existence of the library's useful arts department, which is chiefly used by men, it was to be supposed that there would be an increasing proportion of women among the users of the general reference room, especially in the face of the figures of adult registration, where 58 per cent are women. It is therefore interesting as well as surprising to note that an average of many actual counts of readers in the room at various times during the latter half of the year showed 83 per cent men.

The recorded number of visitors to the room was 113,732 as against 119,459 in 1908-9. The combined figures of recorded attendance on the general reference room and the useful arts room are 154,728 (40,966 in the useful arts room) as against 157,842 (38,383 in the useful arts room) the figures of 1908-9. Although these figures are smaller in the case of the reference room, they do not justify the belief that less work is done in that department. The attendants in both the reference and useful arts rooms have been busier than ever before in aiding readers, and consequently the attendance figures are less complete than formerly; the severe vagrancy law of the District and the vigilance of the library guard have more completely eliminated the loafer class; several benches placed in the open-shelf room and lobby have accommodated browsers who were formerly obliged to go to the reference or useful arts rooms to find seats. The increased work of the reference department is attested by the facts that in spite of the steady improvement of the reference and special collections in the reference room, the number of books brought to the room at the request of readers was 21,892 as compared with 19,395 so brought in 1908-9. These facts give force to the recommendations of those in charge of these rooms that the figures of reference and useful arts room attendance be discontinued. (Reference department report, pp. 38-39.)

USEFUL ARTS AND SCIENCE DEPARTMENT.

The record of the useful arts and science department during the three years of its operation in a separate room, always in charge of young men exclusively, justifies the opinion that this new enterprise is one of the most fruitful of those undertaken by the present administration. Circulation statistics of the classes included in this department show gains of 31 per cent over the record of the previous year. The first year of the department had recorded an increase of 33½ per cent, and the second 39 per cent over the records of previous years. These figures take no account of the vast amount of reference work done daily and especially nightly for mechanics, engineers, and business men in the room. Of special note is the fact that a number of members of labor unions have been enrolled as library users, and that a class from the painters and decorators union met for instruction and study in one of the library's study rooms.

Through this department the library has been able to help furnish many home builders with books containing house plans. The library also has by supplying books on poultry raising, home gardening, etc., probably afforded something of value to families intent on a practical solution of the problem of the increased cost of living.

The continued success of the department has been largely due to the energy and intelligence of Mr. Wheeler, assistant librarian. His efforts have been directed to giving the users of the department the best possible service and to attracting a wider clientele by a vigorous publicity campaign.

The maintenance of this department caused the library to join the new Special Libraries Association on its establishment. Mr. Wheeler was sent as a delegate to its first meeting in New York in November, 1909. He has also served as chairman of the technology library committee of that organization, and in that capacity has contributed several articles to its organ, *Special Libraries*, among them a description of the work of the department to the number for May, 1910. Mr. C. C. Houghton, first assistant in the department, contributed an article on the library's trade catalogue collection to *Public Libraries* for July, 1910. (Department report, pp. 39-41.)

PERIODICALS.

The library receives 507 different magazines and newspapers, or, including 202 for circulation and staff use, 711 periodicals are regularly checked and placed on file. In addition to those purchased from the Henry Pastor and Woman's Anthropological Society funds, 200 periodicals are regularly received as gifts, mostly from their publishers. These gifts are largely technological periodicals, including house organs, but include the local newspapers, contributed for binding, and magazines regularly turned over by the United States Bureau of Education and the Association of American Government Accountants. (Department report and lists of gifts, pp. 54-57.) The growth of the reference work has made it seem desirable to complete and bind an increasing number of the sets of periodicals indexed in Poole and other published indexes. Much help to this end has been received from the duplicates of the Library of Congress. Several sets or parts of sets have also been purchased. The library is now binding about 150 titles currently.

SUNDAYS AND HOLIDAYS; LECTURE HALL AND STUDY ROOMS.

The use of the library on Sundays and holidays remains almost stationary. Sunday attendance in adult reading rooms was 15,174 as against 15,188 in 1908-9. The attendance of children on Sundays decreased from 6,732 in 1908-9 to 6,402. The books circulated on the five holidays the library was open increased by 280 volumes.

Fourteen organizations held 37 public meetings in the lecture hall or other larger rooms of the library, with an aggregate recorded attendance of 4,358. Twelve organizations held 112 smaller meetings, the attendance of which was not recorded. It has long been regarded by the trustees and librarian as desirable to have as many organizations whose work may be properly regarded as educational meet at the library. In this way the library becomes to a high

degree an intellectual center for the people (Lists of organizations holding meetings, pp. 46-47; lecture hall and study room regulations, p. 66.)

CHILDREN'S DEPARTMENT AND WORK WITH SCHOOLS.

The transfer of the children's room, near the end of the fiscal year, from the basement to more attractive and convenient quarters on the second floor, and the securing of a trained supervisor of work with schools for next season make the outlook for the future of this important work more promising. The past year, however, owing to a less experienced staff, has perforce seen but little enlargement of this side of the work of the library. The circulation of the children's room proper remained practically stationary (115,107 volumes in 1908-9 and 115,911 volumes in 1909-10). The increase in the combined juvenile circulation from 135,641 in 1908-9 to 147,144 was due to the fact that the school duplicate collection numbered about 2,500 volumes as against 1,000 volumes in 1908-9. From the school collection of 2,500 volumes 6,266 volumes were sent to 270 class rooms in public schools, from which in turn 28,170 volumes were borrowed by pupils. These books also had a recorded reference use of 2,586.

Until the library can greatly increase its centers of book distribution for children and its stock of children's books it will continue to fall far short of realizing its opportunities for usefulness. Adults can, though only a small fraction of them really do, come long distances to use the resources of the central library. In the case of children, in all but the rarest instances, the books must be carried close to them or the library fails to reach them. Hence the need for building the Carnegie branches, each with its well-stocked children's room; hence the more immediate need for conducting many branches and stations in settlements or rented quarters and for the very considerable enlargement of the stock of school duplicates. The children's librarian points out that several cities having about the same public school population as Washington have collections of school duplicates several times as large as the one available here. Contrast the 2,500 volumes available in Washington in 1909-10 with the figures of 1908-9 of these other cities: Newark, 26,110 volumes; Detroit, 15,806 volumes; and Buffalo, 31,787 volumes. The juvenile circulation at Washington is about 25 per cent of the entire library circulation. The reason for this is that only one-fifth of the school population of the District are registered library users. At Cleveland and other cities especially active in children's work the juvenile circulation is often nearly 50 per cent of the entire circulation of the library. This is of course only possible where the agencies of distribution are multiplied and fully developed, so that a very large percentage of the population of school age are active library users. Under such conditions the chances are increased that they will remain users of the library when they leave school, whereas in Washington the chances are reduced that the four-fifths who have not known of the library or formed the library habit during school years will do so later in life.

The publication of the Educational Bulletin has been continued monthly throughout the school year. The collection of teachers' books in the reference room has been strengthened. Reference work with teachers and high-school pupils in the reference room and with

teachers and grammar-grade pupils in the children's room has greatly increased. Just before school commencements letters inviting regular use of the library were sent to those about to leave the high schools. On invitation, several grammar-school teachers brought their classes for tours of inspection of the library. Two conferences, one in the late autumn and one in the spring, were held at the library between high-school officers and teachers and library representatives, with resulting improvement in mutual relations. (For further notes on the children's department and school work see pp. 41-44.)

The work of the library on behalf of the schools was recognized by the board of education by the passage in May of the following resolution:

Resolved, That the thanks of the board of education be, and the same are hereby, extended to Mr. Bowerman and his associates of the Public Library for courtesies and facilities tendered to the teachers and pupils of the public schools during the past year.

DEPOSIT STATIONS AND SIMILAR OUTSIDE AGENCIES.

The deposit stations and other similar agencies, conducted all or a part of the year, numbered 13. In all cases the library simply furnished the books and supplies needed for keeping circulation records, and the service was furnished by the organization, mostly by means of volunteers. The circulation of books through such agencies was 24,872 volumes, as against 28,503 volumes in 1908-9. The reduction was chiefly due to the fact that the Washington Playground Association was no longer able to conduct, as it had with success for two or three years, the Recreation Center No. 1 at the Western High School, from which there was a circulation of 6,565 volumes in 1908-9. The Young Men's Christian Association station, conducted by a librarian paid by the association, has a very creditable record of 10,133 volumes circulated, or 41 per cent of the entire circulation of such outside agencies. This station, open every week day, is now practically a small branch. In addition to home circulation, good reference work is done, especially in connection with the educational classes of the association. The privileges of this station are not confined to the members of the association, but are open to the public. Just before the close of the year a station was established at the Young Women's Christian Association. A small traveling library was sent to the Strauss Sunday School, at Bennings. Books were also furnished to two Sunday school libraries, those of the Church of the Good Shepherd and the Grace Reformed Church. By a plan of cooperative purchase, the library and the Sunday school each contribute half of the cost of the books. The library has been able during the past year to inspect these stations oftener than formerly. Except for the instruction of the volunteer librarians and the help rendered to some of them by members of the apprentice classes, the active work is conducted entirely by volunteers—that is, in no case by persons in the employ of the library. The library joins with the various associations in returning thanks for services rendered by these volunteers. (Reference is made to the reports of these volunteer librarians, in particular to that of the Young Men's Christian Association station and to that of the vicar of the Church of the Good Shepherd, who reports on the experiment there, pp. 32-37.)

THE PICTURE COLLECTION AND EXHIBITIONS.

The library has maintained a collection of mounted pictures a little more than three years. It is likely that the vertical files contain about 60,000 pictures arranged in classified order. The popularity of this material, the largest users of which are the public-school teachers, who use it for illustrating class work, is best shown by the figures of circulation. The first partial year about 1,600 mounts were sent out; for the second year the figures were 17,101; in 1908-9, 42,840 pictures were drawn; the past year the record was 63,783. The circulation of geography pictures numbered 26,639; next to this class were the fine arts pictures, numbering 11,041. The popularity and practical utility of the collection, as an aid in visual instruction, are such that it is much regretted that it is impossible to permit the assistant in charge of this work to devote her entire time to it.

As in former years, the lectures given under the auspices of the Washington Society of the Fine Arts in the lecture hall were accompanied by coordinate exhibitions in the adjoining exhibition room.

At the close of the year the exhibition cases contain 150 original cartoons by Mr. Clifford K. Berryman, of the Evening Star. This has proved one of the most popular exhibitions the library has ever had, so that it has been desirable to extend the period of its display. The popularity of the bird-arrival bulletins, made up from data furnished by the United States Biological Survey, is such as to make them permanent features every spring. The exhibition of summer-travel pamphlets has likewise come to be regarded as indispensable for the making of summer-vacation plans. (See report on picture collection and exhibitions, pp. 44-46.)

A DEPARTMENT FOR THE BLIND.

Many of the larger municipal public libraries of the country have separate departments for the blind, or at least supply blind persons with books in tactile print. As the Library of Congress has for several years conducted such a department where the needs of local blind persons were met, it has not been necessary or desirable for the Public Library to undertake any duplication. It has, however, long been recognized by the management of both libraries that the work of supplying reading matter to the blind of Washington is more appropriately the work of the local public library than of the national library. It has now been arranged to transfer in the autumn the collection of material for the blind from the Library of Congress to the Public Library and to conduct in the lecture hall the readings and musicales heretofore given at the national library. This work can only be assumed permanently provided a special assistant is provided in the District appropriation act. For the present year the services of the assistant who has been conducting the work at the Library of Congress and whose salary is provided in the Library of Congress appropriation for 1910-11, will be loaned as much as proves necessary for the proper conduct of the work here.

ACQUISITION OF BOOKS AND PERIODICALS.

The book collection increased from 114,364 volumes to 121,077. The accessions numbered 12,597 volumes, the withdrawals 5,951 volumes,

and 67 volumes previously counted as withdrawn were restored to the records. The new accessions were acquired as follows: Purchases, 10,388 volumes; gifts, 1,811 volumes; and serials bound, 398 volumes. The expenditures for books amounted to \$10,535.84; for current periodicals, \$1,199.12; total for books and periodicals, \$11,734.96.

It is unfortunate that the accessions during the past year were only 12,597 volumes, as against 16,127 volumes added in 1908-9, while the withdrawals during the past year were 5,957, as against 4,957 in 1908-9. These conditions resulted from several causes. There were smaller balances in the library's special funds at the beginning of the year under review than at the beginning of the previous year. It was also found necessary to draw on these funds to supplement the inadequate appropriation for binding. The library received no large transfers from other libraries during the past year as it did during the previous year. The purchases included a larger proportion of comparatively expensive technical books than heretofore. The number of books worn-out and withdrawn is bound to increase progressively as the library gets older and its use grows. All of these conditions point to the necessity for the enlargement of the book fund.

For the collection of pay duplicates 734 volumes and 52 copies of 4 magazines were purchased. The expenses of the collection were \$763.89 for books, \$179.75 for periodicals, and \$256.86 for binding, a total of \$1,200.50. Receipts from rental of books and periodicals at 5 cents a week were \$1,175.35. (For report of order department, including classified tables of accessions, see pp. 47-48; for financial report, see pp. 59-61.)

GIFTS AND TRANSFERS; DUPLICATES AND DISCARDS.

This report records elsewhere (p. 57) the gifts and government transfers to the library of books, periodicals, maps, etc. Of the 2,438 volumes so received, 1,811 volumes were added to the collection. Of special value, because definitely selected by the library from material offered, are the 401 volumes, 30 pamphlets, and 1,394 numbers of periodicals received from the Library of Congress. Noteworthy also is the gift of 468 volumes received from the Evening Star Newspaper Company. That company also added 22 bound volumes to its former deposit of 110 volumes of the file of the Star. These volumes remain the property of the Evening Star Newspaper Company and may be withdrawn if ever required. Meanwhile the deposited file and the library's own file make almost a complete series from 1855 to date. The Georgetown Orchestra turned over to the library its large and valuable collection, each number of which is represented by the full orchestral score.

On application to the Commissioners of the District, in whom vests all library property, including books, explicit authority was granted to the library to transfer duplicates and other material not needed for the purposes of the library to the Library of Congress, to other institutions under the Government of the United States, through the Library of Congress, and to other District institutions applying for such material. The practice of earlier years has been continued of sending worn-out books to the local fire stations and to the charitable institutions, juvenile court, etc., of the District.

DISTRICT OF COLUMBIA COLLECTION.

The collection of District of Columbia material has been strengthened by important additions. Most noteworthy is the collection of chronologically arranged clippings, including portraits and other illustrations, purchased from Mr. Lewis S. Hayden. The series extends from the first settlement of the District almost to date and furnishes much valuable data on its history. The earliest portion of the file is richest in rare material. This is mounted and indexed ready for binding. Much work, requiring special skill that it is not now possible to devote to the matter, is needed to arrange the remainder of the collection. At various times the library has purchased from the same collector of Washingtoniana his unique compilation devoted to Early's Raid on Washington and the Battle of Fort Stevens, his Roosevelt Inaugural Scrap Book, in 5 volumes, and his extra-illustrated edition of Mr. William V. Cox's Centennial of the Establishment of the District of Columbia, in 4 volumes.

Progress has been made in the task of filling out the library's files of reports and other publications of local institutions and societies. First it was necessary to sort and list the great accumulation of such pamphlets and then to circularize the organizations issuing them. This has been done in part and generally with good results. Later it will be necessary to issue lists of wants, with appeals to citizens to contribute the desiderata if found. In this connection mention should be made of the frequent gifts of such local pamphlets by Mr. John T. Loomis.

AUTOGRAPH COLLECTION.

Without any very active efforts being put forth the library is accumulating a number of interesting autographs, chiefly autographed books. This little collection originated in the friendly interest of Mr. George Iles, of Montreal and New York, well known and admired not only as the author of *Inventors at Work*, *Flame*, *Electricity*, and *the Camera*, and other works indispensable in a library, but perhaps even more in library circles because of his interest in and financial support of some of the most important of the earlier publishing ventures of the American Library Association. Mr. Iles has contributed autographed copies of some of his own books and of books by William Gilmore Simms, William Dean Howells, Will Carleton, Richard Henry Savage, Norman Duncan, Nelson Lloyd, Grace King, and Douglas Sladen; autographed photographs of Mark Twain and George W. Cable; and autograph letters of John G. Whittier, Edmund C. Stedman, George W. Cable, George Cary Eggleston, and Simon Newcomb. At the suggestion of Mr. Iles the library has also received autograph presentation copies of books from George Cary Eggleston and William George Jordan. It is expected that an examination of the resources of the library would reveal many more autographed books. It is thought that a knowledge of the existence of this collection will bring other contributions.

CATALOGUE DEPARTMENT.

The report of the head cataloguer shows 11,737 volumes classified and catalogued, and 12,902 volumes shelf-listed. For the "W"

series of Library of Congress printed cards 420 titles were catalogued. There were received from the national library and filed in the depository catalogue 42,236 printed cards. In addition to the prompt handling of current accessions, the catalogue department reclassified more than 2,000 volumes of technological works, thereby greatly increasing their availability. It has also collated, classified, and in many cases catalogued a great mass of accumulated pamphlets, principally publications of local societies and institutions, and compiled lists of wants in the case of annual reports and other serial publications. The catalogue department is intelligently and efficiently administered, but its staff is too small to do all the work needed to make the catalogues as useful as they might and should be made. (For report of catalogue department, including the inventory record, see pp. 49-50.)

BINDING AND REPAIR WORK.

The congressional appropriation for binding of \$3,500 proved so far inadequate that it was found necessary to supplement it by more than \$700 from the desk fund. Expenditures from that fund have heretofore long been practically confined to book purchases. However, when it was observed that the limitations of the regular binding fund were such that it was impossible to rebind books otherwise desirable for use and that new copies of the same titles were being bought because of the demand for them, it seemed wiser to transfer some of the desk fund from its ordinary use to that of rebinding. The increase of binding work is likely to grow and this will continue to make larger drains on the desk fund, unless the binding appropriation is increased. As a result the ability of the library to meet the demands for new books will be further abridged. The binding fund would be shown to be even less sufficient to the needs of the library were it not that almost \$1,800 was expended in the purchase of new books specially bound from the sheets by Mr. Chivers. About 40 per cent of this sum ought more properly to be charged to binding rather than to book purchases. Except for the now chronic inadequacy of the funds for binding, the bindery work continues to be highly satisfactory, both as to supervision and as to prompt furnishing of durable work at satisfactory rates. (For report of supervisor of binding, see pp. 51-52.)

PRINTING, PUBLICATIONS, AND PUBLICITY.

In an earlier report the hope was expressed that the library might sometime have its own printing plant, as it has long had with satisfaction its own bindery. The advantages would be in the economy and expedition with which an increased number of all kinds of bulletins, reference lists, etc., could be produced. The library has not yet acquired a fully equipped printing outfit, but with the multigraph it is able to do a good deal of its printing inexpensively and expeditiously. By the use of this device a bright boy is able to print from electrotypes or from special composition a large proportion of the necessary blanks and forms, a very large number of reference lists, running from single pages to 8 or more pages in size, the monthly Educational Bulletin, and a wide variety of form letters, post cards, etc. But the multigraph will not do all the printing

needed by the library, so that it is still regarded as desirable to secure an outfit of wider range, one that will do jobs of many pages, printed with a somewhat wider variety of condensed type.

The publicity work of the library has assumed such proportions that it seems desirable to describe it somewhat at length in a special report given on pages 52-54. Acknowledgment is due to the Evening Star for continuing to print each Saturday the library's most important new accessions and for lending the type for use in printing the Monthly Bulletin. Outside of the numerous multigraph lists and the Monthly Bulletin, the advertising matter of the year included a large edition of a 6-page folder describing the useful arts department, which had wide distribution in pay envelopes and otherwise, and a list of the school duplicate collection, sent to public school teachers.

CORRESPONDENCE AND OTHER MAIL MATTER.

The record of outgoing mail matter makes a total of 54,884 pieces, as against 46,536 pieces in 1908-9. The total included 10,048 sealed letters, 20,681 post cards, 23,831 packages of library publications, and 324 other packages. The sealed letters included 4,353 dictated letters, 2,417 multigraphed letters, 2,219 notices to parents regarding registrations by children, and 1,059 other communications. All but 194 of the post cards were printed forms, but all such had special information filled in.

LIBRARY STAFF AND APPRENTICE CLASS.

The losses from the staff by resignation have been fewer than in earlier years, though they are still excessive. The total was 17 (7 library assistants, 9 messengers and pages, and 1 workman) or 28 per cent of the entire regular force of 66 persons. These losses included three assistants, Misses Frances S. Osborne, Helen M. Williams, and Estelle Donn, who had been trained in the library's earlier apprentice classes and had come to be highly valued workers, and one assistant, Miss R. Lionne Adsit, who brought to her work here special training and enthusiasm from the New York State Library School, and who for two years conducted the information bureau and apprentice class work with special satisfaction.

This year the librarian, Miss Grace B. Finney, chief of the circulation department, and Miss Alice L. Ramsburg, first assistant in the circulation department, attended the annual conference of the American Library Association at Mackinac Island, Mich., June 30-July 6. The summer vacation plans of the librarian and of three other members of the staff, Miss Grace E. Babbitt, reference librarian, Miss Elizabeth P. Gray, supervisor of binding, and Miss Margaret E. Skinner, cataloguer, include attendance on the International Congress of Librarians at Brussels, August 26-31.

On invitation of the Educational Society of Baltimore the librarian addressed that body on November 12 on "The work of the Washington Public Library, actual and proposed." The address was repeated, by invitation, before the District of Columbia Library Association and before the local secretaries of the Young Men's Christian Association. (Published in part in the Atlantic Educational Journal for January, 1910.)

To the library's sixth annual apprentice class 9 persons were admitted. During the year 1 member was appointed to the staff and 8 completed the course and received certificates. This is the first year that it has not been found necessary to drop anyone from the class. The quality of the class and their enthusiasm for the work are further shown by the facts that the members asked that the course be increased from six to eight months (a request which it was not practicable to grant this year), and that 4 of the 9 members of the class are looking forward to taking courses at some of the regular library schools. Two members will take such courses the coming year. That the apprentice class secures for the library assistants with professional spirit is further attested by the fact that several members of earlier classes are making plans for advanced training, including 2 persons who expect to enter library schools this fall.

About three-fourths of the library staff proper are persons whose training has been secured in its own apprentice classes. Professional spirit pervades the entire staff, whose service has been characterized by devotion to duty, by zeal, by intelligence, and by good team work.

BUILDING NOTES.

The most important changes in the building have been the transfer of the children's department from the basement room, with its rather forbidding approach, to the large room at the east end of the second floor, where the department also has a suite of offices connected with the book stack that will facilitate school and other special work, and the installation during the past summer of a system of thermostatic control of the heating and ventilating plant. The original plans of the building provided for such a system, but it was left out to reduce the expense. The most important rooms have now been equipped with this system of control. The others should be similarly equipped as soon as funds are at hand. An underground public-convenience station is now being built in one corner of Mount Vernon Square. As soon as it is completed it is designed to discontinue the public use of the library toilet rooms.

ENDOWMENT FUNDS NEEDED.

A number of American municipal public libraries possess endowment funds, in some cases large enough so that the income from them is sufficient to meet all expenses of book purchases; in other cases the proceeds of such funds are devoted to the maintenance of important special collections. Thus far this library has received but one such permanent endowment, the Woman's Anthropological Society fund of \$1,000, yielding \$50 a year for the purchase of books and periodicals on anthropology and kindred subjects. In addition to this permanent fund, the library has for several years received from the Hon. James T. Du Bois, formerly a library trustee and now United States consul-general at Singapore, the interest on \$2,000, or \$100 a year, for the purchase of technological periodicals. It is expected that ultimately the principal of this fund will be increased to \$5,000, and that it will be established as a permanent endowment.

There is, however, some expectation that the library will receive other endowment funds in due course. Within a few months inquiries

have been received from an attorney and a trust company as to the method of making wills in the interest of the library. Acting on this suggestion information as to the library's needs and the method of drawing a will in favor of the Commissioners of the District of Columbia for the use and benefit of the Public Library was furnished to the members of the Bar Association of the District of Columbia and the local trust companies in the hope that the information might be brought to the attention of clients who wish suggestions in drawing their wills. The trustees also decided hereafter to print explicit information concerning this matter on the covers of the library report, to which reference is made.

ESTIMATES FOR RUNNING EXPENSES.

The trustees have already adopted the estimates for the fiscal year 1911-12 and forwarded them to the commissioners. These estimates as printed in the trustees' report (pp. 8-10) are arranged, as usual, in the order of the current appropriation act. The same items are here rearranged to conform more closely with the administrative needs of the library service.

Estimates for running expenses.	Recom- mended, 1911-12.	Appropri- ation, 1910-11.
I. Library and building force:		
1. Administrative department—		
Librarian	\$5,000	\$3,500
Assistant librarian	1,800	1,500
Librarian's secretary	1,000	900
2 stenographers and typewriters, at \$720 each (in place of 1 at present)	1,440	720
Copyist	480	480
Messenger	480	480
2. Order department—		
Chief (new)	1,200
Assistant	720	720
Assistant	540	540
Assistant	480	480
3. Catalogue department—		
Chief (new)	1,500
Cataloguer	900	900
Cataloguer (new)	840
Cataloguer	720	720
Cataloguer	600	600
3 cataloguers (now called temporary cataloguers)	1,620	1,620
Assistant	480	480
4. Binding department—		
Assistant in charge (new)	720
Collator	480	480
5. Reference department—		
Reference librarian	1,200	1,000
Assistant	720	720
Assistant	540	540
Page	360	360
6. Useful arts department—		
Chief (new)	1,200
Assistant	720	720
Page	360	360
7. Periodicals department—		
Assistant in charge (new)	900
Assistant	540	540
Page	360	360
8. Circulation department—		
Chief	1,500	1,200
First assistant (new)	900
2 assistants, at \$720 each (1 new)	1,440	720
3 assistants, at \$600 each	1,800	1,800
2 attendants (new), at \$600 each	1,200
4 attendants, at \$540 each	2,160	2,160
5 attendants, at \$480 each	2,400	2,400
2 messengers (1 new), at \$480 each	960	480
5 pages, at \$360 each	1,800	1,800

Estimates for running expenses.	Recom- mended, 1911-12.	Appropri- ation 1910-11.
I. Library and building force—Continued.		
9. Children's department—		
Children's librarian.....	\$1,200	\$1,000
Assistant in charge of school work.....	1,000	1,000
Assistant (new).....	720	
2 assistants, at \$600 each (1 new).....	1,200	600
2 attendants, at \$540 each.....	1,080	1,080
2 pages, at \$360 each.....	720	720
10. Assistant in charge of work for the blind (new).....	1,200	
11. Municipal reference librarian (new—District Building).....	1,200	
12. Building force—		
Engineer.....	1,200	1,080
Fireman.....	720	720
Workman.....	600	480
3 janitors (1 new), at \$480 each.....	1,440	960
Library guard.....	720	720
2 cloak room attendants, at \$360 each.....	720	720
6 charwomen, at \$180 each.....	1,080	1,080
13. Employment of substitutes and other temporary service.....	1,000	1,000
14. Services for Sundays and holidays.....	2,500	1,700
II. Purchase of books.....	15,000	7,500
III. Binding.....	4,000	3,500
IV. Contingent expenses.....	8,000	8,000
Total.....	87,360	61,140

With the library estimates there was sent to the commissioners a statement (pp. 11-12) showing that, as compared with other progressive cities of approximately the same rank as Washington, the appropriations for the library form a disproportionately small part of the total appropriations for the District.

I desire, in concluding this report, to express my appreciation of the cordial support I have always received from the press, from the Washington Board of Trade, and other mouthpieces of the people of the District, and especially to the trustees for their unfailing support.

Respectfully submitted.

GEORGE F. BOWERMAN, *Librarian.*

THE TRUSTEES OF THE FREE PUBLIC LIBRARY.

REPORTS OF DEPARTMENTS.

In the preparation of the foregoing report the librarian has had to rely in large part on the reports of the chiefs of the various administrative departments of the library service. These reports, in part or entire, are here printed as supplementing the report of the librarian.

CIRCULATING DEPARTMENT.

Miss Grace B. Finney, chief of the circulating department, reports as follows on the work of home circulation, registration, open shelves, and on methods to improve the quality of the books drawn by readers for home use:

The total circulation from the adult department for the fiscal year was 432,557, as against 427,023 for the previous year, an increase of 5,534.

The largest day's circulation was on January 22, on which day 3,190 books were issued. The smallest day's circulation was on December 22, when 818 were issued. On sixty-two days the circulation was over 2,000, on nineteen days over 2,500, and on three days over 3,000. On fifty-one days over 600 books of adult nonfiction were issued, on twenty-five days over 700, on ten days over 800, and on two days over 900. A noticeable feature the past year has been the steady increase in the circulation of books other than fiction. There have been a number of days when the books of fiction issued have not exceeded the non-fiction more than 60 to 150.

A record of each day's reserve postals has invariably shown that more books of nonfiction are being reserved, while the demand for late fiction appears to diminish. The statistics of holidays show an increase of 280 volumes circulated over last year.

The main statistics of circulation are brought together in the following table:

Statistics of circulation.

	1908-9.	1909-10.	Increase.
Total circulation, including stations and schools (books only).....	591,704	603,061	11,357
Total circulation, including stations, schools, music rolls, ^a and pictures....	646,201	666,844	20,342
Circulation:			
Central library (books only).....	542,130	548,491	6,361
Deposit stations.....	28,503	24,872	-3,631
Schools and playgrounds.....	21,126	29,698	8,572
Picture collection.....	42,840	63,783	20,943
Average daily circulation, central library (books only).....	1,743	1,763	20
Average monthly circulation, including stations and schools (books only).....	49,325	50,130	805
Monthly increase (books only).....	4,397	946
Yearly increase (books only).....	86,228	11,357
Percentage of increase (books only).....	17	2
Yearly increase (books, music rolls, ^a and pictures).....	122,502	20,342
Percentage of increase (books, music rolls, ^a and pictures).....	23	3
Days open for circulation.....	311	311

^a Circulation of music rolls discontinued April 1, 1909.

The increase in the number of books retained beyond the allotted time has necessitated the sending of a messenger mornings and afternoons during the busy months, weather permitting. During the past year 683 calls were made, 321 books collected, and 47 persons who had moved were not located. Bills were mailed for 84 books, 46 of which have been paid for through such notices; 171 books borrowed and not returned in 1908-9 have been marked lost in this year's

inventory. An attempt is to be made the coming year to have the library guard collect books very much overdue. The past year he has been successful where all other efforts have failed. Large fines are no longer collected. Cards on which such fines have accumulated are surrendered to a borrower upon the payment of 50 cents, including messenger fee.

The number of periodicals circulated the past year remains the same as the previous year. The duplicate pay copies circulate five times and are then made free copies. Harper leads in popularity, followed by Century, Scribner, and the Atlantic. The collection should be strengthened by the addition of several different magazines.

During eight months of the year the department has sent withdrawn adult books and periodicals to the following institutions: Fire department headquarters and 15 engine companies, United States jail, Marine Barracks, George Washington University Hospital, Washington Asylum Hospital, Florence Crittenden Mission, Emergency Hospital, Municipal Lodging House, Home for Incurables, Columbia Hospital for Women, Tuberculosis Hospital, House of Detention, Home for Aged and Infirm, Board of Charities, and the ambulance stable. The number of books sent was 2,955, and periodicals 1,345.

The following figures show a portion of the clerical work accomplished: Pockets of rebound books marked, 5,129; book cards rewritten, 6,019; labels removed from seven-day books, 944; total, 12,092. A table placed in the stack has made it possible to have much of this work done by the pages.

The list of nonfiction reported out more than four times a month furnished the order department each month has resulted in strengthening the books used for high schools and club work.

The following table shows the number of postals mailed by months:

Postals mailed July 1, 1909, to June 30, 1910.

	1909.					
	July.	August.	September.	October.	November.	December.
Reserves:						
Fiction.....	94	151	156	152	264	131
Nonfiction.....	129	88	78	180	182	218
Total.....	223	239	234	332	446	349
Recommended books.....	18	8	4	50	32	26
"Always out" books.....	4	2	8	20	8	20
Delinquent notices.....	947	803	852	1,024	1,283	1,371
Total.....	1,192	1,052	1,098	1,426	1,769	1,716

	1910.							
	January.	February.	March.	April.	May.	June.	Total.	Per cent.
Reserves:								
Fiction.....	152	121	179	127	77	123	1,727	9
Nonfiction.....	244	216	356	276	229	146	2,342	12
Total.....	396	337	535	403	306	269	4,069	21
Recommended books.....	32	25	26	45	8	29	303	2
"Always out" books.....	8	7	8	12	12	11	120	1
Delinquent notices.....	1,239	1,109	1,504	1,338	1,418	1,070	13,958	76
Total.....	1,675	1,478	2,073	1,848	1,744	1,379	18,450	100

Books of history for the school year were requested by the Western, Central, and Technical high schools. Calls were received by telephone and mail during the school year from Technical, Eastern, Western, Central, and Business high schools for books for immediate use, the approximate number issued being 782. No record was kept of the home circulation of these books.

The health department follows the method of previous years in sending daily reports of contagious diseases and names of books taken by the department. Notices numbering 450 were mailed to houses where contagious diseases ex-

isted. Responses to these notices were numerous; a large number of these responses were from persons who had neglected to give their change of address to the library. There were 210 books fumigated and 5 books destroyed by the department. Between 50 and 60 books were returned by the borrowers, and not by the health department, in which cases the books were fumigated by the library.

The following tables of circulation, fines, etc., cover the central library, stations, schools, etc.:

Circulation by months and classes, July 1, 1909, to June 30, 1910.

	1909.					
	July.	August.	September.	October.	November.	December.
General works.....	1,776	1,890	1,966	2,218	2,191	1,886
Philosophy.....	279	254	300	376	435	351
Religion.....	224	183	278	299	324	237
Christianity.....	251	244	262	254	310	319
Ecclesiastical history.....	40	53	54	86	108	100
Biography.....	1,211	1,247	870	1,880	2,087	1,817
History.....	855	790	1,138	1,675	1,821	1,456
Travel.....	1,355	1,256	989	1,784	2,447	1,948
Social and political science.....	559	564	1,472	1,061	1,211	1,000
Natural sciences.....	1,034	936	796	1,350	1,486	1,270
Useful arts.....	1,037	1,066	1,194	1,505	1,775	1,569
Recreative arts.....	287	304	450	381	428	344
Fine arts.....	549	591	757	1,005	1,072	1,105
Language.....	370	284	476	370	462	464
Literature.....	2,750	2,490	2,116	3,222	3,938	3,683
Book arts.....	348	333	726	520	498	431
Fiction.....	28,695	26,941	26,337	27,769	31,578	27,544
Total.....	41,620	39,416	40,170	45,725	52,171	45,602
Average daily circulation.....	1,605	1,523	1,645	1,758	2,007	1,754
Per cent fiction.....	68	69	65	60	61	60

	1910.						Total.
	January.	February.	March.	April.	May.	June.	
General works.....	2,097	2,021	2,315	2,175	2,001	1,818	24,344
Philosophy.....	414	417	419	476	354	304	4,479
Religion.....	307	385	393	309	244	242	3,415
Christianity.....	349	408	519	401	247	242	3,806
Ecclesiastical history.....	111	138	140	111	76	44	1,061
Biography.....	2,124	2,589	2,390	2,015	1,615	1,313	21,138
History.....	1,854	1,853	1,895	1,666	1,424	1,103	17,530
Travel.....	2,192	2,331	2,312	2,028	1,624	1,295	21,558
Social and political science.....	1,232	1,350	1,354	1,262	1,027	779	12,961
Natural sciences.....	1,405	1,586	1,614	1,683	1,472	1,021	15,708
Useful arts.....	2,053	2,253	2,374	1,909	1,751	1,510	19,987
Recreative arts.....	385	464	487	475	410	407	4,822
Fine arts.....	1,188	1,504	1,504	1,425	1,101	994	12,766
Language.....	517	464	508	456	451	384	5,206
Literature.....	4,144	4,036	4,277	4,010	3,572	3,000	41,237
Book arts.....	458	451	591	510	353	316	5,535
Fiction.....	32,653	32,054	34,141	31,000	29,415	28,234	356,361
Schools, playgrounds, home, and Sunday School libraries.....							31,223
Total.....	53,543	54,304	57,233	51,911	47,137	43,006	603,061
Average daily circulation.....	1,753	2,059	2,262	1,997	1,813	1,655	1,870
Per cent fiction.....	61	60	59	59	62	66	62

Monthly statement of fines, etc., July 1, 1909, to June 30, 1910.

	1909.					
	July.	August.	September.	October.	November.	December.
Fines.....	\$249.80	\$197.59	\$222.52	\$266.15	\$316.98	\$358.10
Duplicate collection.....	86.95	66.20	69.75	75.15	106.85	114.55
Reserves.....	4.80	4.62	5.40	8.74	10.08	6.34
Reissued cards.....	8.95	6.40	8.30	11.90	11.20	9.50
Books lost and injured.....	9.70	4.63	3.95	3.43	16.86	13.34
Sale of catalogues.....	.10	.30	.15	.20	.14	.74
Total.....	360.30	282.74	310.07	365.57	462.11	502.57

	1910.						
	January.	February.	March.	April.	May.	June.	Total.
Fines.....	\$319.13	\$278.36	\$339.87	\$332.31	\$329.21	\$316.45	\$3,526.47
Duplicate collection.....	110.00	96.40	110.30	110.55	118.40	107.25	1,175.35
Reserves.....	8.18	8.84	9.46	8.04	5.82	5.18	85.50
Reissued cards.....	11.20	10.00	10.00	9.10	7.20	6.70	110.45
Books lost and injured.....	10.72	9.11	5.69	10.45	7.40	16.03	111.31
Sale of catalogues.....	.59	.39	.47	.28	.17	.23	3.76
Total.....	459.82	403.10	475.79	470.73	468.30	451.84	5,012.84

REGISTRATION.

The registrations for the year were: Adult, 10,615; juvenile, 2,878; deposit stations, 781; a total of 14,274 as against 15,784 during the previous year. The net gain was 798. The number of reissues in the adult department was 49 per cent of the whole.

The number of men registered in the adult department was 4,501; women, 6,114, or 1,613 more women than men. The privilege of drawing books on deposits of \$5 was granted to 80 strangers, 58 of whom have withdrawn their deposits. Among the number who availed themselves of this privilege were foreigners pursuing courses of study in the city and visitors from many European countries. Sunday school teachers have been granted teachers' cards upon written application.

The amount realized from the sale of post-card views of the library was \$8.24; \$3.20 was reinvested in cards and \$3.90 was spent for flowers at Christmas and Easter holidays, leaving a balance on hand of \$1.24.

Statistical report of registration, July 1, 1909, to June 30, 1910.

Gross registration June 30, 1909.....	100,947
Total number of cards in force June 30, 1909.....	51,187
Registration:	
Main library.....	13,493
Deposit stations.....	781
Total additions.....	14,274
Nonfiction cards issued.....	11,105
Teachers' cards issued.....	493
Privilege cards issued.....	92
Total number of cards issued.....	25,694
Deductions:	
Expired to date.....	13,353
Left town.....	93
Deceased.....	25
Canceled.....	5
Total.....	13,476

Net increase in registration.....	786
Gross registration June 30, 1910.....	114,440
Total number of cards in force June 30, 1910.....	51,204
Average registration per day.....	30
Lost cards:	
Duplicates made.....	1,106
Amount realized.....	\$110.45

OPEN SHELVES.

Foreign literature (French, German, Spanish, Italian, Russian) has been given a permanent place in the lobby, to the great satisfaction of readers of these languages. The following figures show the circulation of the classes for six months: French, 3,526; German, 3,155; Spanish, 1,023; Italian, 601. Russian literature, received late in the spring, was not circulated until May. The demand for books on European travel warranted keeping the collection on open shelves two years. In the open-shelf room were displayed the entire class of biography and 350 volumes of poetry. Biography shows an increase of 56 per cent over the previous year. From the small collection of poetry 2,426 volumes circulated. The selections from the new accessions of nonfiction, dated to be kept for three months, on a case in the lobby, attract a large number of readers, who make a practice of selecting from this case as they first enter the library.

From the Lenten collection of 76 books placed on open shelves for five weeks there was a circulation of 222 volumes. This collection was replaced by the same number of books of drama, which shows a circulation of 297 books for two months. The circulation of the classes on open shelves follows:

	1908-9.	1909-10.	Increase.	Per cent.
Biography.....	10,012	15,710	5,698	56
Travel.....	12,665	11,590	-1,095	-4
Literature.....	27,156	30,937	3,781	2
Birthday collection.....	2,580	1,930	-650	-25

METHODS EMPLOYED FOR IMPROVING QUALITY OF READING.

The open-shelf room in which all adult fiction is shelved has had supervision practically all the time during the year. The character of the reading in this room has many interesting features. Readers are depending more and more upon the lists and the recommendations of the assistants. Aside from the routine work of meeting the demands of the readers, attention has been directed chiefly to compiling lists.

The demand for the mounted lists and requests for books of fiction on certain subjects on which we have no lists to consult suggested a subject card catalogue for this room. The work of the department at the weekly meetings has been directed chiefly along this line. Each assistant has collected and reviewed all books of which there has been doubt on the subjects assigned.

The daily record kept by each assistant while in the room has helped as an aid in the duplication of books. Members of the department were granted one hour each week in which to read reviews of recent books. The collection of books for boys and girls has met the need of an intermediate department in a small way. Books required for supplemental reading in the schools are kept in this collection. Individual work is much needed with this class of readers.

The special features the past year were the books of poetry and the notice taken of authors' birthdays. The circulation during nine months was: Birthday collection, 1,930; poetry collection, 2,426.

DEPOSIT STATIONS AND OTHER OUTSIDE AGENCIES.

The work of the deposit stations and the traveling libraries was supervised by the chief of the circulation department, Miss Grace B. Finney, who reports as follows on them:

The past year shows a decrease of 5,181 in circulation over the previous year. This is due to the fact that one of the largest stations in point of circulation,

Recreation Center No. 1, with headquarters at Western High School, closed last summer. The Evening Star book center, for the office boys of the Evening Star, was open eight months. The circulation from this station did not warrant its continuance. Two new enterprises have been started, a station at the Young Women's Christian Association, open two months, and a traveling library at Strauss Sunday school, open four months. Two other Sunday schools, those of the Grace Reformed and of the Church of the Good Shepherd met the requirements for obtaining deposits of books, and report good use of the books. Visits have been made and instruction given new librarians. The inventory of each station was taken by two assistants. All books were carefully inspected; 523 were returned to the main library to be rebound and a number to be mended. With few exceptions the condition of the books is excellent. Books no longer in a condition to be bound were often found with clean leaves throughout.

A number of books have been added to the traveling library collection. Copies of all books in the school duplicate list will hereafter be included in this collection. It is planned the coming year to make visits to the stations to give needed help or advice, to make necessary repairs to books, to transfer volumes not read, and arouse interest in the library. The plan of transferring books each week by motor cycle for the Y. M. C. A. met with such good results that it will be adopted by several other stations.

Two stations availed themselves of the offer of assistance from the apprentice class, and two members of the class were sent each time to these stations. The following table gives the circulation and gains and losses:

CIRCULATION OF DEPOSIT STATIONS.

	Adult.		Juvenile.		Total.		Gain.	Loss.	Open.
	1908-9.	1909-10.	1908-9.	1909-10.	1908-9.	1909-10.			
Neighborhood House.....	729	379	1,252	1,069	1,981	1,468	538	<i>Hours.</i> 66
Georgetown station (9 months).....	562	367	1,013	754	1,575	1,121	454	51
Social Settlement.....	586	418	2,090	1,533	2,685	1,951	734	286
Noel House.....	497	830	1,047	1,485	1,544	2,315	771	278
Rosedale station.....	1,244	1,261	4,754	3,479	5,998	4,740	1,258	1664
Y. M. C. A.....	8,122	9,631	502	8,122	10,133	2,011	= 309
Recreation center.....	2,933	3,632	6,565	(b)
Evening Star book center (8 months).....	33	93	33	93	60	= 208
Friendship House.....	451	928	1,379	1,379	1584
Y. W. C. A. (2 months).....	41	41	41
Sunday-school libraries.....	106	1,525	1,631	1,631
Total.....	14,706	13,577	13,797	11,295	28,503	24,872	5,893	2,984

a Days.

b Discontinued.

NEIGHBORHOOD HOUSE STATION.

Miss Margaret Doonan, formerly of the Public Library staff and now in the employ of the public documents office, who served as volunteer librarian the latter part of the year, reports as follows on the work of the station:

The circulation 1,443 and the registration 62 for the fiscal year just ended, again mark a decrease, a loss of 538 in circulation, and of 23 in number of borrowers registered, from the figures of last year.

The library has not been open on Saturday afternoons during the year, and was closed for the month of December and the first week in January, owing to removal to the new and permanent quarters at 470 N street SW. This was the second moving of the books during the year, as they were transferred to 456 N street in October, and remained there while the alterations to the clubhouse were in progress.

I would recommend the exchange of the traveling library, now at the station, for a new one. A few new books would do more to stimulate interest than any other one thing. There has been much call for collateral reading along the lines

of school work, so that anything that will help out the school work would be appreciated. Fairy tales are needed, the copies which belonged at the station having been worn to shreds, in many instances only the covers remaining. There was a demand for King Arthur and the Round Table stories, as one of the boys' clubs was interested in that subject; this demand could not be supplied.

I have been in charge of the station since the resignation of the former librarian, Miss Spilman, and have been assisted part of the time by Miss Marion Heilprin.

NOEL HOUSE STATION.

Mr. Edward S. Gilfillan, head worker of the Noel House settlement, reports as follows on the station:

In December, 1909, the Noel House branch found its permanent home in the Noel House Club building, 602 Seventeenth street NE., where books have since been circulated. Three volunteer librarians have been in charge Monday, Wednesday, and Saturday afternoons, and Mrs. Gilfillan has given books every evening to from 8 to 10 young men, members of the Noel House gymnasium. More books have been given to adults this year than before and much appreciation shown. The residents find the library a great aid in club work and in the building up of character in the neighborhood.

GEORGETOWN STATION.

Miss Mary D. Wightman, volunteer librarian, reports as follows on the work of the Georgetown station:

Our circulation at Georgetown station still continues to fluctuate. This year we have had an increased number of boy readers. One, a boy of 15, who now takes books regularly, told us that until he began to come to the library he had never read but two books in his life.

A number of readers, who have been coming to us since we opened, have been encouraged to visit the main library, and have enjoyed it so much that they have withdrawn their cards from the station and now go constantly all the way to Mount Vernon square for the pleasure of going to the "big library."

Up to this year we have struggled with old, high bookcases of a nondescript character. All of these, but one, have been replaced by sectional bookcases which add much to our convenience and also to the attractiveness of the room.

I am sorry to report a decrease in circulation for the year. The library was closed from August until November, owing to my absence from the city. Therefore the circulation of 1,122 books is for nine months instead of twelve. We feel encouraged, however, as our circulation for May was the largest of the year.

Miss Alice Lerch, of the Library of Congress, still continues to assist me.

COLORED SOCIAL SETTLEMENT STATION.

Mr. Thomas Hungerford, volunteer librarian of the colored social settlement station, reports as follows:

Entering on its fourth year, the library is progressing wonderfully. Our present most urgent need is new books, which we hope will be supplied to us later. Books missing are nonfiction, 12, and fiction, 30.

ROSEDALE STATION.

Miss Katherine M. Johnson, of the central library staff and volunteer librarian of Rosedale station, reports as follows:

Rosedale station circulated 4,740 books during the past year. The circulation has been fairly steady. A few weeks before the public school vacation the Tuesday afternoon opening was discontinued, as its purpose was to reach the children on their way home from school.

It has not been possible this year to continue some of the features that were giving most excellent results. Our catalogue was dropped, as the books were changed and we were also unable to print new advertising matter.

We have tried to supply the demand for new books to some extent by carrying out copies from the main library, mostly of adult fiction. This has been only partly satisfactory, as the books may be used at the station for only a limited time. Lately we have been sending out a few bulletins with the promise of supplying the books that might be selected from them, or at least bringing some on the same subject. Variety of books is our greatest problem. Our whole stock might be changed with profit with the exception of some of the children's classics. We are sure also that a collection of magazines would have a good circulation.

We are indebted for the very efficient service of the library apprentice class, whose members practically conducted the Tuesday opening for several months. Miss Rose Vickers, of the main library staff, has continued her interest during the year, and is at present doing much of the work of our two weekly openings.

YOUNG MEN'S CHRISTIAN ASSOCIATION STATION.

Mr. Ralph McN. Dunbar, who is employed by the Young Men's Christian Association as librarian, reports as follows on the station at the central building of the association:

On June 30 the Young Men's Christian Association station completed practically its third year of service. Despite the fact that the policy outlined in the preceding annual report was not carried out as completely as had been hoped, the year was marked by substantial gains in several directions, as shown by the following statistics:

Circulation:	
Fiction	6,874
Nonfiction	2,757
Juvenile	502
Total	10,133
Reading-room use	1,906
Total library use	12,039
Registrations:	
Issues	286
Cards transferred	110
Total	396
Moneys collected:	
Fines	\$86.09
Duplicate collection	51.90
Lost cards	1.30
Reserves32
Lost books	3.36
Total	142.97

Analysis of the past year's statistics shows a large increase in the duplicate pay copies, at least from a financial point of view. The average number of these books in the collection was from 25 to 30, and they were in circulation constantly. The difficulty lay in getting books of a proper standard and at the same time suited to the taste of readers, who were predominantly men. During the year numerous requests have come in for pay magazines.

Another fact to be mentioned was the increased usefulness of the messenger service with the main library. In absence of a catalogue an indexed file of the monthly bulletins was kept, as well as of the numerous lists prepared by the circulation department. This aided the patrons in making their requests and reduced the work of looking up the call numbers at the central library to a small fraction of the total number of books requested.

Turning to a consideration of plans for future development, several difficulties appear. As conditions stand now little increase can or should be expected. Indeed, the station will be fortunate if it holds its own. However, we have a tentative programme which, if carried through, will assure greater strength to this station.

The collection of nonfiction and reference books now kept permanently at this station is at present not as well adapted as should be to the demands for books on political and social science, useful arts, natural science, and general reference works. Experience has shown, too, that these nonfiction books should, as far as possible, be of a general nature, leaving the specific or detailed books to be obtained from the main library through the messenger service. What is needed, therefore, is a complete revision of this collection, adding books by outright purchase, if necessary, to meet the station demand, and thereby making it a library of value, in the truest sense of the word, to the residents of this locality.

In the matter of administration and equipment several facts should be noted. In the report to the director of the department of education in the Young Men's Christian Association, under whose auspices the station has been established and maintained, more shelves and a complete rearrangement of the library, in order to facilitate the service, was recommended. While nothing definite has been decided upon, the recommendation has been cordially indorsed and likely to become effective September 1. It was urged, further, that provision be made for opening earlier in the afternoon; also, that the juvenile demand be met. Were the latter proposition put in operation the circulation would soon be double the present one. These are all pressing needs and can not be urged too strongly.

To increase the use of the improved library service a campaign of personal and general advertising is to be pursued during the coming year. The Young Men's Christian Association has had a large number of postal cards printed calling attention to the branch, explaining some of the features, and closing with an invitation to register and make use of the service. These are to be mailed to the new members of the association and to the residents of this vicinity. The plan of advertising in the various Young Men's Christian Association pamphlets and bulletins, in the weekly Journal Men of Washington, and in daily papers will be continued more vigorously than ever. A larger and more effective use of public bulletin boards will also be made. The extent of all publicity will, however, depend on the increased facilities that the station will be enabled to offer the public.

Finally, a closer connection between the main library and this station is recommended; that is, if a representative of the library would visit the station every month or so to inspect the service and to confer with the station librarian as regards needs and possible improvements, greater efficiency undoubtedly would result. Those members of the library staff who come in contact with the station work have contributed in a large measure to the success of this year, and many thanks are due them for their valuable aid. It is hoped that it will be possible for this assistance to be more frequent and direct during the coming year.

FRIENDSHIP HOUSE STATION.

Miss Margaret Tyacke, volunteer librarian, reports as follows on the work of the Friendship House station:

During the year since the former southeast Washington station has been installed at Friendship House the station has been open for the circulation of books ninety-eight days and has issued 1,390 volumes, about one-third of which were lent to adults. This circulation does not include books borrowed from the main library on the "teacher's card" of the head worker and of the librarian.

The room used for the library is attractive and homelike and is open as a reading room whenever the house is open. It is growing increasingly popular with the boys and girls, and some books have been read to pieces in the reading room which have not figured in the circulation.

The most popular book among the girls of grammar grades has been Mrs. Jamison's Lady Jane, the boys showing a decided preference for "war stories." Efforts to direct the course of reading of the young people have been fairly successful, and those who seemed to have exhausted the limited selection at the branch have been encouraged to visit the main library.

The assistance during the winter and early spring of members of the apprentice class of the main library was much appreciated. Since April Miss Josephine Lynch has taken charge on Saturday afternoons, evincing the true library spirit and enthusiasm.

SUNDAY-SCHOOL LIBRARIES.

As reported a year ago, arrangements were entered into with two Sunday schools by which the library duplicated up to \$50 money contributed by the Sunday schools, using the combined sums for the purchase of books and furnishing the Sunday schools, and exchanging often as desired, as many books as the united funds would buy. The Church of the Good Shepherd and the Grace Reformed Church contributed \$25 and in return have had \$50 worth of books for use of the Sunday-school libraries.

Grace Reformed Sunday School, open one hour on 40 Sundays, has circulated 325 books. The Rev. C. S. Abbot, jr., vicar of the Church of the Good Shepherd, reports as follows on the success of the plan in his Sunday school:

In answer to your kind letter of June 25 with regard to the plan by which the Public Library has helped us with books for our Sunday-school library, I should say that it has in every way been a success. There were about 60 books bought on this plan, and as the library was very much run down these were about the only books in circulation. During the Sunday school winter term, from October to June, the librarian tells me there were about 1,200 issues of books. This does not count renewals of books for more than one week. In addition to this I used about 30 of the books at a boys' camp during last August. As there are about 200 children in the department of the school which uses the library (out of a total of about 420 children), this would mean that each of the books were read once by every child and more than that by some of them.

In another respect the plan has worked well. In most Sunday-school libraries one great difficulty is in keeping track of the books. Under this system the children feel more responsibility, and we have found it possible to collect fines for books overdue, etc. Three books have been lost during the year, having been in houses where there was scarlet fever and so were not returned.

I would be glad to enter into a similar arrangement in the fall with regard to books if the library authorities feel disposed to continue the plan.

BUREAU OF INFORMATION.

Miss R. Lionne Adsit, who was in charge of the bureau of information until just before the close of the year, reports as follows:

The past year has been a most successful one at the information desk, showing an increase in work of every kind. Especially noticeable is the demand by readers for books to be selected for them. A great deal of this is naturally limited to certain subjects, like "the best bird books," or "a standard one-volume United States history," or an "up-to-date civil government," but a surprising number are for no particular class and allow the attendant absolute freedom of judgment.

It is a pleasure to have requests for "some interesting reminiscences," or a book on character building," or "travel in Northwest," or "the best all-round discussion of trusts," because there is a chance to make use of the knowledge at our finger tips and to learn more. Demands like those for a map of London in 1685 or a list of the pallbearers of George Washington require more detailed search. The fact that people are contented with what has been chosen for them and come again is gratifying, of course.

A number of bibliographies of from 10 to 30 titles have been compiled for individuals on such subjects as the "Study of Ibsen," "Education of women in England," "Table decorations for a clubhouse," etc. Material for debates is collected here, as well as in the reference room, but only that found in circulating books. For instance, the questions have come up whether free schools should be provided for the children, whether the negro should have an industrial or an academic education, whether heredity is more influential than environment, etc., which discussions are more fully treated in books than in periodicals.

During this year the use of the desk telephone has been constant and increasing. Some teachers call regularly for books to be collected and sent by messenger or called for by them, and others send from time to time, but less often. The privilege of telephoning to find out if certain books are in the library or on the shelves or can be purchased, etc., has not yet been abused. Much of this work is done with the newspapers, which often wish a certain picture or pronunciation or poem on the spur of the moment.

Several classes of eighth-grade pupils have been brought to the library, and after an introduction to the head of the department, have returned repeatedly for help in getting books, proving the experiment a success. These children also make use of the picture collection.

REFERENCE DEPARTMENT.

Miss Grace E. Babbitt, reference librarian, reports as follows on the work of the reference department:

The year just closed has been the busiest in the history of the reference room. The high-school teachers and pupils have realized that we can do a great deal for them, particularly in magazine literature for debates. We have had requests from the various high schools to prepare lists for their use on income tax, direct election of President, ship subsidies, trade unions, pupil self-government, woman suffrage, playgrounds, vivisection, small college versus the larger one. On some of these subjects there are Library of Congress bibliographies. These, of course, are used, supplemented by lists bringing them up to date.

One of the concerns of the department during the year has been the making of a directory of the clubs and societies in the District. The scientific and charitable organizations are fairly well represented in printed lists. The effort has been to fill these out and to make as full a list as possible of the literary and musical organizations. Copies of a multigraphed letter were sent to the secretaries, or, if they were not known, to the presidents of the societies, inclosing blank post cards to be filled out and returned to the library. These cards gave space for title of organization, name and address of president and secretary, date of foundation and number of membership, object, note as to whether club is for men or women or both, and date of revision. These notes have been transferred to catalogue cards and filed, and have proved very useful to the library as a mailing list and to answer various questions. It has also been highly appreciated by persons trying to secure the cooperation of the clubs in such efforts as the improvement of the so-called comic supplement. The clubs are also asked to send programs, yearbooks, or anything they print, and they are all on file in the room for use by the club members or others. They are used largely for help in making new programs.

The attendance during the year numbered 113,732, as against 119,459 for the last year. The decrease is due in part to the severe vagrancy law of the District and in part to the strict supervision of the library guard in uniform, who does not allow any but readers to remain in the room. The benches which have been placed in the open-shelf room are filled more or less with persons looking over books who formerly took the book to the reference room to examine. In spite of the growth of the special collections in the room, which have been selected with great care to meet the most frequent needs of readers, particularly the school children, the number of books brought to the room was 21,892 compared to 19,395 last year. This goes to prove that serious study and reading are increasing year by year in the room.

The large proportion of men in the reference room was noticed in the early winter. A count of the number of men and women actually in the room at one time was taken eighteen times in January at varying times of day and forty-two times during the rest of the fiscal year. The percentage of men was found to be 82.8. This seems interesting in view of the talk during the past two or three years of the "feminization of libraries." Besides this, the useful arts room, at the other end of the building, is supposed to appeal particularly to the interests of the men. These figures do not represent the proportion of men and women coming to the room. The fact is the men make longer visits, both those who come for study—and a good many spend four or five hours at a time at work—and those who seem to be reading for pleasure. Women come and ask for assistance or information and go their ways. For instance, it is almost entirely women who take the French magazines from this department. A count

of the attendance of men and women would show a more equal proportion, though still heavier for men.

During the year 838 unbound and 245 bound magazines were circulated from this department. The unbound magazines consist chiefly of back numbers which have been withdrawn from regular circulation. These old numbers of the most important periodicals are kept on file and are given out for work on debates chiefly. They are also of the greatest use when the regular sets are in the bindery. A reader seldom has to be told that a magazine can not be given him because "it is in the bindery," and the high-school boys and girls have drawn heavily on these files for their work. In addition, some of the foreign magazines, of which we have only one copy, are circulated from this department. Numbers of "Revue des deux mondes" are regularly circulated several times when they are no longer current, and the plays and novels issued as supplements by "L'illustration" are in considerable demand. Bound magazines are allowed to go out only when the need for them seems urgent.

The "Washingtoniana" collection of clippings from newspapers and magazines is growing and has received a considerable accession during the year from a collection purchased by the library. This work consumes a good deal of time and thought, but it becomes more valuable with the years and is of most immediate and practical use to the school children asked to prepare themselves on "Local suffrage in the District," "Should electric cars be run in Rock Creek Park," "Should Washington become a manufacturing city," and other subjects on which there is almost nothing in permanent form.

The collection of bibliographies is growing rapidly. The bound volumes are shelved with the other books, but three drawers of a vertical file near the desk are filled with smaller lists, filed singly by subject. These have been collected from bulletins of brief lists separately published by other libraries, clipped from the pages of the Independent, our own lists published in the local papers, or that we have prepared by request or to meet a special need. Some of them are catalogued and the catalogue cards marked "Vertical file," but the most of them are represented in the catalogue by the subject at the top of the card, followed by a statement "For further information on this subject consult reference room attendant." This requires little time on the part of the cataloguer, and brings this list to the attention of the public, as well as to the library staff.

The following table shows the number of readers in the room during the year and the number of books brought to the room for their use.

Month.	Week days and Sundays.		Sundays only.	
	Readers.	Books.	Readers.	Books.
1909.				
July.....	5,417	937	371	57
August.....	7,359	915	826	136
September.....	8,866	1,255	745	126
October.....	10,634	1,806	1,183	282
November.....	11,342	2,391	1,062	179
December.....	9,949	2,037	872	117
1910.				
January.....	11,107	2,385	1,442	264
February.....	10,213	2,077	1,070	172
March.....	10,863	2,228	934	172
April.....	10,382	2,304	1,061	185
May.....	9,808	1,978	986	198
June.....	7,792	1,489	778	160
Total.....	113,732	21,892	11,330	2,027

THE USEFUL ARTS DEPARTMENT.

Mr. Joseph L. Wheeler, assistant librarian, has charge of the useful arts department and reports as follows on its work:

The original aim of this department has been kept in view at all times during the past year, and, following the suggestions in the last annual report, the effort has been made to do more extensively and more thoroughly the work begun in 1907. The most noticeable feature has been the large increase in circu-

lation and reference work. Continual advertising has been carried on in order to acquaint more and more people with our books, and individual attention to the requests of readers has been as thorough as possible on the part of the attendant.

In the shelving and arrangement of the room itself few changes have been made. A number of books have been withdrawn because of their age and small usefulness. Others have been labeled "Stack" and sent to the closed stacks. As the shelf space is definitely limited, this weeding-out process must go on. A locked glass front was placed on one of the shelves near the attendant's desk and in this are kept such small and valuable pocket books as Richey, Kidder, Suplee, etc. A drawing board and material have been added for the use of men who desire to copy diagrams or study mechanical drawing from the books. All the books in classes R, S, and T were reclassified from the sixth to the seventh expansive system (with some variations) and are now in much better order for use by the public.

The selection and ordering of books is something which has been given special attention. About \$800 has been expended for technical books during the year. New works of value and importance on every subject have been bought where their price and usefulness warranted, requests by readers for special books have been carefully investigated and generally met, and subjects on which the demand was particularly heavy have been built up proportionately. These special subjects included agriculture and gardening, house plans, amateur work, and the building trades. To enable orders to be placed immediately upon the publication of a book, a fairly thorough search is made in the magazines for announcements and advertisements of new books. By this means books are often in circulation before they have been listed in such standard book lists as the Publishers' Weekly and the Catalogue of Copyright Entries. The necessity of making a large book order in March warrants the recommendation that some sum of money be designated for technical books, subject to reduction in emergencies. This would allow a proper allotment of money during the months, and avoid holding up orders for several months by giving some definite idea of the amount available at any time.

The advertising of this department is described more fully in the special report on advertising (pp. 52-54). It has resulted in heavy increase in circulation. As no statistics were kept until July, 1909, of the exact circulation of books from this department, it is impossible to make any complete comparison with the circulation of a year ago. In classes R-U, W, and Z the total circulation this year was 34,715, as against 26,471 in 1908-9, an increase of 31 per cent. In other words, the rate of increase in these special classes, which are shelved mostly, but not entirely, in the room, has been as great as that of 1908-9 over 1907-8.

The circulation of recent unbound magazines has been developed; 8,569 were borrowed, as compared with 2,778 in 1908-9, an increase of 208 per cent. At the present time 250 technical magazines are received by the department, the majority of these are kept in pamphlet boxes laid flat along the top of the book-cases. The current issue is put in a binder. All the other issues may be borrowed for home use, as many at a time as desired, at the discretion of the attendant. Such magazines as the Printing Art are not allowed to circulate. Of several magazines two copies are taken, one for binding. Owing to lack of funds only a small number of magazines are bound. These include Engineering News, Engineering Magazine, Scientific American and Supplement, Printing Art, Inland Printer, Ceramic Studio, House Beautiful, Science, Popular Science Monthly, and Cassier's. The unbound back volumes of the others are kept in the stacks. It is found that about as good service is given the public by this system as would be if all the magazines were bound. The magazine indexes make available a large amount of material, and as the numbers are unbound they are allowed to circulate separately, thus giving a reader the privilege to take them home, which he could not do if they were bound.

A large number of new readers are using the room. The advertising among the labor unions, though slight, has brought many practical workmen, some of whom have been coming regularly during the year and are making a systematic study on their trades. A small class from the painters' local met in the study room for several months. It is hoped that the study room and books may have similar use in the future. An article describing in full the work of the department was published in Special Libraries for May, 1910, and an article on the trade catalogue collection appeared in Public Libraries for July, 1910.

The following tables explain themselves:

Attendance in useful arts room, July, 1909, to June, 1910.

	1909.					
	July.	August.	September.	October.	November.	December.
Week days.....	2,706	2,630	2,729	3,160	3,146	3,386
Sundays.....	156	357	318	436	366	297
Month.....	2,862	2,987	3,047	3,596	3,512	3,683
Week-day average.....	104	101	104	121	121	130
Sunday average.....	52	71	79	87	92	74
Total average.....	98	96	101	116	117	123

	1910.						Total.
	January.	February.	March.	April.	May.	June.	
Week days.....	3,286	3,096	3,544	3,176	3,131	3,162	37,152
Sundays.....	424	372	294	235	333	256	3,844
Month.....	3,700	3,468	3,838	3,411	3,464	3,418	40,996
Week-day average.....	126	129	168	122	120	122	122
Sunday average.....	84	93	73	60	67	64	75
Total average.....	119	124	123	114	112	114	113

Comparison of circulation from useful arts department.

Classes.	1907-8.	1908-9.	1909-10.	Increase, 1909-10.	Per cent.
R-U (Agriculture and technology).....	7,722	12,665	17,213	4,548	35
W (Applied art).....	6,709	8,805	12,094	3,289	35
Z (Printing and binding).....	3,900	5,001	5,408	407	8
Total.....	18,331	26,471	34,715	8,244	31

CHILDREN'S DEPARTMENT AND WORK WITH SCHOOLS.

Miss Clara W. Herbert, children's librarian, reports as follows on that department and on the work with schools:

The lack of a supervisor of the work with schools, the loss in December of the first assistant, and the change of rooms has made this year one of marking time rather than one of real advance.

The change of quarters for the children's department from the basement with its dark hall to the second floor made a great improvement. The department is now, except during the period of excessive heat, ideally placed. It has the use of four rooms, a large attractive circulating and reading room, an office and workroom, and a school duplicate room in which to shelve the school collection and which affords the supervisor of work with schools with a place to confer with consulting teachers. The adjoining study room may also be used for club work with children, story hours, and visiting classes.

Reference work has been developed by careful ordering of books in connection with the topics studied in the schools and by book lists making readily available the required material. More help has been given the children in the selection of books through bulletins and lists and by personal supervision. Two folders were multigraphed for distribution, one on knighthood and one of historical stories. Both were annotated and proved popular. The books on King Arthur, though ordered in large numbers, were rarely to be found on the shelves.

A small step toward helping the older boys was taken in setting apart a table for their use. This is adjacent to the shelves of technical books and on

a bulletin board are posted lists of books to be found in the larger collection of the useful-arts room.

Further extension work through home libraries and on playgrounds is urgently needed.

It is difficult in this beautiful capital city to conceive of the want that exists in certain quarters. The following story, which is not exceptionally pitiful, illustrates the demand frequently made upon the children's department to get the books to the children without waiting for the children to come to the library. A boy over the compulsory school age is plodding to get through school. He is out of school part of the time to work and part of the time because he lacks suitable clothing. The father is a drunkard, the home life miserable, but the mother and the boy are determined that he shall have an education in spite of all odds. He was discovered reading trash and the teacher remonstrated with him. The boy's reply was that he simply had to read, and that he had read everything that he could get hold of. The miserable stuff was all his environment could produce. If better had been available, he would have read it. Imagine the power for good that good books would be in the life of that boy "who simply had to read." Yet such a case the library does not reach at all. Books must be got to him through some more informal, less expensive way.

It is to meet such needs that home libraries are required. Also the summer affords an unusually good opportunity for extension work. The children have leisure during the vacation and the heat keeps them from more active pursuits. The playgrounds are glad to have the books and are excellent points of distribution. The collection now available for this work is sadly meager, and should have large additions. Also a supervisor is needed who will locate libraries, find volunteers to conduct them and look after the clerical details.

This work is not a fad, or a sentimental outgrowth of the work with children, but is necessitated by local conditions, and should be organized without delay. Built up along sociological and educational lines, it would prove invaluable in advancing the work for the children of Washington.

WORK WITH SCHOOLS.

As the appropriation for the year provided for no special assistant to carry on the work with schools, it fell again upon the children's librarian and her first assistant, who could ill be spared from the regular work of the department.

Such work as they were able to do was concentrated upon the distribution of 2,500 volumes in the collection, and in visiting class rooms to locate the books to advantage and to interest the children in the best books. A regular plan was pursued this year by which folk lore and myths were used as a basis for talks in the third grade, myths and knighthood stories in the fourth, knighthood in the fifth, historical stories in the sixth and seventh, books for older boys and girls, how to use the catalogue, etc., in the eighth. This was found profitable, but should be worked out with greater care another year.

It is a pleasure to report that the books issued to the schools were in almost every case handled carefully and mutilation and loss of books made good to the library.

In comparing the work with that of the libraries of other cities, the following points may be noted:

One-fifth only of the school population are registered readers of the library, as against an almost complete registration in some other cities.

The school collection compares with the collection of other cities of similar school population, according to the figures of 1908-9, as follows:

Cities.	Public-school population.	Volumes in school collection.
Newark.....	53,880	26,119
Detroit.....	52,231	15,886
Buffalo.....	61,617	31,785
Washington.....	52,739	21,009

* Collection increased to 2,500 for 1909-10.

As we look about and see the work to be done we look back with regret upon the lost opportunities of the past year, but forward with pleasure to the coming winter, when a highly trained supervisor is to be in charge. Under her efficient administration, with school officials and teachers who heartily further every effort of the library, and with children waiting eagerly for books, the work will surely prosper and appreciable advance be made.

Following are the tables of statistics:

Children's department statistics, July 1, 1909, to June 30, 1910.

School duplicate circulation:	
Fiction	14,910
Nonfiction	13,260
Playground circulation:	
Fiction	1,292
Nonfiction	236
Sunday-school libraries	1,535
Children's room circulation	115,911
Total juvenile circulation	147,144
Total juvenile registration	2,781
Estimated attendance	157,438
Sunday attendance	6,402
Fine postals sent	1,910
Applications mailed	2,228

Circulation by months and classes from July 1, 1909, to June 30, 1910.

CHILDREN'S ROOM.

	1909.							
	July.	August.	September.	October.	November.	December.		
Philosophy and religion	139	107	113	115	161	183		
Biography	263	234	274	444	480	353		
History and travel	991	902	965	1,482	1,925	1,506		
Social science	53	43	69	98	120	103		
Natural science	244	156	181	224	321	193		
Useful arts	191	191	177	190	239	175		
Recreative and fine arts	242	217	220	237	286	210		
Literature	793	587	613	781	1,065	997		
Periodicals	114	108	121	121	146	107		
Fiction	6,013	5,071	4,658	4,789	5,962	5,544		
Total	9,043	7,616	7,391	8,481	10,725	9,371		
Average daily circulation	347	293	284	326	412	360		

	1910.						Total.	Per cent.
	January.	February.	March.	April.	May.	June.		
Philosophy and religion	221	226	244	248	183	150	2,090	1.80
Biography	459	613	588	470	360	301	4,839	4.18
History and travel	1,807	1,870	1,898	1,699	1,394	985	17,424	15.03
Social science	72	64	90	86	61	35	894	.77
Natural science	261	276	320	409	304	196	3,085	2.66
Useful arts	231	236	288	286	186	153	2,543	2.19
Recreative and fine arts	234	266	285	290	280	280	3,047	2.63
Literature	1,116	1,154	1,161	1,010	935	756	10,968	9.46
Periodicals	132	124	154	122	114	101	1,464	1.27
Fiction	6,625	6,438	7,054	6,222	5,521	5,640	69,557	60.01
Total	11,158	11,267	12,082	10,842	9,338	8,597	115,911	100.00
Average daily circulation	429	460	447	417	359	330	373	

School duplicate circulation, October, 1909, to June, 1910.

	October.	January.	March.	May.	Total.
Number of books sent to schools.....	1,641	1,880	1,652	1,003	6,266
Number of class rooms using books.....	66	91	71	42	270
Reference use of books.....		666		1,920	2,586

Circulation according to class and distribution.

	October.	January.	March.	May.	Total.
Philosophy and religion.....	93	159	52	206	510
Biography.....	681	877	456	920	2,934
History and travel.....	1,113	1,633	859	1,639	5,244
Social science.....	15	43	18	23	99
Natural science.....	199	195	129	194	717
Useful arts.....	165	211	158	170	704
Recreative and fine arts.....	105	84	52	60	301
Literature.....	856	716	428	751	2,751
Fiction.....	4,470	4,017	3,407	3,016	14,910
Total.....	7,607	7,935	5,550	6,979	28,178

School duplicate books lost:	
Through contagious disease.....	6
Unaccounted for.....	9
Total.....	15
Books missing in 1909 found in 1910.....	3

PICTURE COLLECTION AND EXHIBITIONS.

Miss Frances Moore has, in addition to her work at the bureau of information, been in charge of the picture collection, and has arranged the exhibitions held in the library. She reports as follows:

The best argument in favor of the existence of a picture collection is a statement of circulation figures. In round numbers, 1,600 pictures went out the first year, 17,000 the second, 42,000 the third, and 63,000 in this, the fourth year since the collection was begun. The greatest number of pictures ever sent out in one month is 8,975, April, 1910. This is 1,909 more than the largest circulation last year, and averages 345 pictures sent out, or 690 pictures handled every day.

Teachers in every white school in Washington have used the pictures. There has been scarcely a day this year that we have not been called upon to furnish material to the normal schools. Last year's clipping days, when the normal-school pupils came to the library to cut out pictures, have been largely instrumental in bringing about this condition. These students also gave practical suggestions for classification and arrangement of pictures and of new subjects useful in their work. The use of reserve slips is steadily growing. By this system a teacher can leave at the library memoranda of the pictures she will need in her work for several weeks. The subjects are looked up, pictures mounted, new material collected, if necessary, and the work covered in a way that would be impossible on short notice. There are, of course, many instances when it is impossible to know what material will be needed, and in such cases the pictures already mounted must be used, but the reserve system is more satisfactory to the teacher and simpler for the library.

An outline of picture work, giving sources, arrangement, rules for circulation and uses was prepared at the request of a visiting librarian. This outline has been multigraphed and may be obtained by application. The picture frames have been out since September and are always in demand.

Hereafter all illustrations that may become interesting historically will be dated. This includes pictures of cities, houses, celebrations, portraits, modern paintings and sculpture, inventions, etc.

As this collection becomes known it finds many patrons besides the teachers. It is used by costumers, professional and amateur. The newspapers send for

illustrations for disaster stories. A call from a reporter for a portrait or illustration almost invariably means that some calamity has befallen an individual or a community. Pictures of bridges, dams, dangerous railroad passes, airships, volcanoes are often clipped because, in case of accident, the newspapers will want them.

Early in the year five schools were visited. Immediately 208 pictures went out to teachers who had never used the collection before, and 6 of these teachers became weekly patrons throughout the year. Press of work at the library prevented a continuation of these visits, which mean so much in getting personally in touch with teachers, watching them with their classes, and in trying to get their point of view.

The interest of high-school teachers was stimulated by the meeting held in November, and there have been frequent calls from them throughout the year. These requests are principally for authors' portraits and homes and scenes from great books. Designs for book covers and stencilling have been added to the collection at the request of the teachers of drawing and design. This addition will be useful to jewelers, arts and crafts workers, and all designers.

The number of photographs, prints, and reproductions in color of the works of great painters that have been used by the patrons of the library in the past year is particularly interesting. The fine arts total, 11,041, is twice as large as last year's circulation in the same class. These pictures have been used largely by study clubs and lecturers, although a great many have gone to the schools.

The picture collection has received many valuable gifts during the year, including photographs, post cards, books, and clippings. Several hundred pictures on the history of the royal families of Europe are an interesting and useful addition.

There are many ways in which the picture collection can be improved. The heavy circulation takes all the time that can be spared from other library work. Fresh material clipped from current magazines is not available, because it is impossible to keep the filing up to date. A large number of the pictures clipped since last September are still unclassified, while hundreds of magazines are stacked, waiting to be cut up. We are sometimes forced to use old and worn out pictures, when there are fresh ones in the files, simply because it is impossible to spare fifteen minutes to get a new set ready. Four hours a day is all that can be allowed for this work. The assignment of an assistant to give entire time and attention to this branch of the library work would result in a great improvement in the arrangement and selection of the pictures and therefore in the usefulness of the collection.

Picture circulation.

	Sep-tem-ber.	Octo-ber.	No-vem-ber.	De-cem-ber.	Jan-uary.	Feb-ruary.	March.	April.	May.	June.	Total.
Fine arts.....	56	555	1,221	1,307	809	1,921	1,948	1,624	831	769	11,041
Portraits.....	19	152	321	269	742	454	724	642	367	342	4,692
Geography.....	98	1,200	1,835	1,731	1,872	2,008	2,682	2,926	3,085	2,926	20,363
History.....	14	182	399	270	459	357	556	591	462	476	3,756
United States geography.....	49	463	741	802	796	559	621	728	721	796	6,276
United States history.....	14	592	340	229	533	341	369	462	475	455	3,810
Animals.....	13	64	225	306	382	442	390	305	253	346	2,726
Birds.....	12	234	211	121	182	224	488	691	731	742	3,636
Miscellaneous.....	50	707	1,095	962	958	612	927	1,006	922	904	8,143
Total.....	325	4,149	6,388	5,987	6,733	6,918	8,705	8,975	7,847	7,756	63,783

EXHIBITIONS.

It has been the custom for several years to fill the exhibition cases on the second floor with pictures relating to the free lectures that are given each year under the auspices of the Washington Society of the Fine Arts. The first lecturer of this season was Doctor Powers, who spoke on the Art of the Pharaohs. About 150 photographs showing the sculpture, paintings, hieroglyphics, and furniture of the early Egyptians were shown. Dr. T. Lindsay Blayney's lecture on The Beauties of Gothic Art was illustrated by pictures of the great Gothic cathedrals of Europe. For Arts and Crafts, Past and Present, by Miss Anna Seaton-Schmidt, photographs of the work of the Florentine craftsmen were

placed in the picture cases, and the Noyes cases were filled with articles made in the Arts and Crafts studio and Neighborhood House. These examples of modern craftsmanship included rugs, baskets, vases, jewelry, brass and copper work, stenciling, and embroidery. Photographs of monuments, statues, and fountains were used for Dr. J. Q. Adams's lecture on Public Art. About May 15 a collection of original drawings and cartoons by Mr. Clifford K. Berryman, of the Evening Star, was placed on exhibition.

About 15 bird arrival bulletins furnished to the library by the United States Biological Survey and illustrated by pictures from our collection were posted on the bulletin board in the hall. Specimens from Hough's American Woods formed an interesting exhibit.

LECTURE HALL AND STUDY ROOM USE.

The following is a record in detail of the various organizations using the lecture hall, the speakers, their subjects, and the attendance at the public meetings, so far as such records were kept:

Date.	Organization.	Lecturer.	Subject.	Attendance.
1909.				
Oct. 2	Legion of Loyal Women.....	Mrs. E. S. Mussey.....	Women of other lands..	247
Oct. 27	District of Columbia Library Association.	Dr. E. E. Brown.....	Bureau of Education Library.	70
Nov. 5	Association of American Government Accountants.	L. G. Powers.....	Municipal budgets and expenditures.	138
Nov. 15	Washington Esperanto Society.....	Arnold Christen.....	Esperanto.....	219
Nov. 17	District of Columbia Library Association.			30
Nov. 19	Association of American Government Accountants.	J. H. T. Hitts.....	Accounts of the foreign service.	67
Nov. 29	Washington Esperanto Society.....	Arnold Christen.....	Esperanto.....	142
Dec. 6	Association of American Government Accountants.	L. G. Powers.....		51
Dec. 8	U. S. Civil Service Retirement Association.	Representatives Goulden, Austin, etc.	Civil pensions.....	236
Dec. 14	Washington Society of Fine Arts.....	Dr. H. H. Powers.....	Art of the Pharaohs.....	250
Dec. 15	District of Columbia Library Association.			45
1910.				
Jan. 4	Washington Society of Fine Arts.....	Dr. T. L. Blayney.....	Beauties of Gothic art..	181
Jan. 15	U. S. Civil Service Retirement Association.		Civil pensions.....	120
Jan. 17	Association of American Government Accountants.			23
Jan. 26	District of Columbia Library Association.			40
Jan. 27	Society of Applied Arts.....	Dr. Walter Hough.....	Design.....	37
Feb. 1	Washington Society of Fine Arts.....	Miss Anna Seaton-Schmidt.	Arts and crafts, past and present.	244
Feb. 7	Association of American Government Accountants.			29
Feb. 10	Chemical Society.....			81
Feb. 14	National Catholic Women's Circle...	Rev. A. P. Doyle.....	Catacombs of Rome.....	462
Feb. 15	Cooperative Council.....			102
Feb. 16	District of Columbia Library Association.			72
Mar. 1	Washington Society of Fine Arts.....	H. D. Hemenway.....	Flower garden competition.	120
Mar. 3	Arts and Crafts School.....	Frank G. Hale.....	Jewelry.....	79
Mar. 10	Chemical Society.....	Dr. W. D. Bigelow.....	Construction and equipment of a chemical laboratory.	59
Mar. 14	California State Association.....	Frank Poston.....	California.....	370
Mar. 17	High School Teachers' Association...			45
Mar. 22	District of Columbia Library Association.			27
Apr. 4	Association of American Government Accountants.			133
Apr. 5	Washington Society of Fine Arts.....	J. Q. Adams.....	Civic art.....	35
Apr. 20	District of Columbia Library Association.			83
May 12	High School Teachers' Association...			259
May 12	Chemical Society.....	Hon. F. H. Gillett.....	Civil pensions.....	17
May 14	Cooperative Council.....	L. G. Powers.....	President's address.....	136
May 27	Association of American Government Accountants.			
June 14	Mrs. E. S. Mussey Tent, No. 1, Daughters of Veterans.		Flag day.....	
June 21	High School Teachers Association...			

STUDY ROOM USE.

The following is a list of the organizations meeting in one of the study rooms, with number of meetings held:

American Woman's League.....	1
Council of Civic Center.....	8
Washington Esperanto Society.....	1
High-School Teachers' Association.....	2
Historic Sites Committee.....	2
League of American Pen Women.....	9
Neighborhood House Board.....	8
Painters and Decorators Union.....	32
Primary Teachers' Association.....	9
Society of Applied Arts.....	11
Twentieth Century Club sections.....	27
Woman's National Press Association.....	2
Total	112

BOOK ORDER DEPARTMENT.

Miss Emma Hance, chief of the order department, reports as follows on that work:

The net strength of the collection of June 30, 1909, was 114,364 volumes. During the last fiscal year 12,597 volumes were added, 5,951 were withdrawn, and 67 volumes previously withdrawn were found and restored to the records. This made the net strength of the collection on June 30, 1910, 121,077 volumes. Of the total accessions 10,388 were purchased, 1,811 were gifts, and 398 were serials bound. The duplicate collection was increased by 734 volumes, at a cost of \$763.89.

In addition to the regular congressional appropriation of \$7,500 for books, \$2,894.11 was expended from the desk fund, and \$141.73 from the donation fund (including \$55.50 from the Woman's Anthropological Society fund), making the total expenditure for books \$10,535.84.

It will be noticed that the number of books added this year is 3,530 less than the accessions last year. This can be accounted for by the following reasons: In 1909-10 there was not so much money available for the purchase of books, for although the congressional appropriation remained \$7,500 as for the past four years, only \$2,894.11 could be spent from the desk fund, as against \$4,719.45 last year. This was because, at the opening of the last fiscal year there was a smaller balance in the desk fund than at the beginning of the previous year, and also because the money has had to be spent in other ways than for the purchase of books. Then, too, the book purchases for the adult collection this year have included a rather large proportion of technical books, which are expensive. The number of gifts added has also been smaller by 1,715 because we were not receiving the large gifts from the United States departmental libraries which came to us the year before.

The library continues its policy of reviewing carefully all new fiction and juvenile books before purchasing. Out of the 453 books received on approval and reviewed last year, 229 were accepted and 224 rejected.

This department gives careful attention to the recommendations and "always out" slips left by library users. Last year 279 books especially recommended were purchased, and the patrons notified, and 117 books were secured for those leaving "always out" slips.

During the past year the library spent \$147 for Russian books, a very valuable addition to our meager collection of books in this language.

Over \$1,800 was spent for books in Clivers bindings. These were largely standard fiction and books for the children's room and school duplicate collections. We have just added about 100 volumes of the Everyman's library specially bound in pigskin. These are attractive in appearance and seem to be bound so that they will give satisfactory wear.

The following tables show the number of accessions and money spent for the adult collection, children's room, school duplicates, and traveling libraries:

Class record of accessions.

ADULT COLLECTION.

	Serials bound.	Gifts.	Purchases.	Total.	Cost.
A (general works).....	178	57	35	270	\$43.24
B-BQZ (philosophy).....	10	40	102	152	118.56
BR-BZ (religion).....	2	18	47	67	62.46
C (Christianity).....	2	46	145	193	142.73
D (ecclesiastical history).....	7	17	42	66	66.90
E (biography).....		157	253	410	355.21
F (history).....	22	108	231	361	327.80
G (geography).....	3	80	305	388	518.60
H-K (social sciences).....	64	275	473	812	657.04
L-Q (natural sciences).....	23	160	242	425	348.10
R-U (useful arts).....	28	174	500	702	663.88
V-VUY (games, sports, and theater).....	1	13	61	75	71.40
VV-W (music and fine arts, plastic and graphic).....	19	108	407	534	481.06
X (language).....		8	42	50	80.02
Y (literature).....		219	469	688	449.39
Z (book arts).....	35	101	173	309	209.06
Fiction.....		168	2,491	2,659	2,033.69
Total.....	394	1,740	6,018	8,161	6,628.24

CHILDREN'S ROOM.

Nonfiction.....	4	40	1,108	1,152	\$828.42
Fiction.....		17	1,316	1,333	1,222.46
Total.....	4	57	2,424	2,485	2,050.88

SCHOOL DUPLICATES.

Nonfiction.....		4	839	843	\$353.77
Fiction.....		1	730	731	638.12
Total.....		5	1,569	1,574	1,291.89

TRAVELING LIBRARIES.

Nonfiction.....			198	198	\$110.71
Fiction.....			179	179	158.99
Total.....			377	377	269.70

TOTAL ACCESSIONS.

	Adult.	Juvenile.	Total.
Nonfiction.....	5,516	2,179	\$7,695
Fiction.....	2,674	2,228	4,902
Total.....	8,190	4,407	12,597

COST OF BOOKS PURCHASED AND ACCESSIONED, 1909-10.

Nonfiction.....	\$4,606.87	\$1,581.58	\$6,188.45
Fiction.....	2,044.09	2,009.17	4,053.26
Total.....	6,650.96	3,590.75	10,241.71

CATALOGUE DEPARTMENT.

Miss Julia H. Laskey, head cataloguer, reports as follows on the work of the catalogue department:

The decrease in the number of accessions during the fiscal year accounts for the corresponding difference between the number of volumes catalogued this year and last. But a relatively larger number of the books were scientific or technical, requiring to be exhaustively analyzed. The great increase in this branch of the work is shown in the following table, which gives the record by months:

	1909.					
	July.	August.	September.	October.	November.	December.
Volumes shelf listed.....	1,176	182	539	1,088	1,321	1,564
Volumes classified and catalogued.....	1,289	54	388	976	1,108	1,365
New titles catalogued.....	388	35	48	409	465	280
Parts of books catalogued.....	232		696	100	24	56
Cards written and filed.....	2,800	416	1,739	2,483	2,840	1,846

	1910.						Total.
	January.	February.	March.	April.	May.	June.	
Volumes shelf listed.....	821	713	1,355	1,505	908	1,730	12,902
Volumes classified and catalogued.....	732	760	1,064	1,932	849	1,211	11,737
New titles catalogued.....	255	358	401	436	235	330	3,640
Parts of books catalogued.....	323	54	31	27	28	427	1,998
Cards written and filed.....	2,686	2,538	2,466	1,300	1,473	3,146	25,733

Of the 11,737 volumes classified and catalogued, 3,640 were new titles, 6,504 duplicates, 244 replacements, and the remainder, 1,349, added volumes of periodicals, annuals, and incomplete sets.

The number of cards sent by the Library of Congress to be filed in the depository catalogue is steadily increasing, amounting this year to 42,236, besides 1,000 cancels and reprints.

Copy for 420 titles of the Washington series was furnished the Library of Congress for the union catalogue, an increase of 52 per cent over the number sent last year. As a consequence, our own cards form no small proportion of the number of printed cards used in our catalogue.

A feature of the year's work has been the cataloguing of a large mass of pamphlets, governmental and other, which have been accumulating in the library for several years. Much of this material was not of enough value to be catalogued separately, but was sorted and arranged according to subject matter, catalogued, and bound or fastened together in red-rope covers. The cataloguing of these made volumes entailed many new forms, notes, and references, but was well worth the doing, as the library now has in usable form many compilations on important subjects hitherto but sparsely represented by our regular accessions. A great deal of local material was treated in a similar manner, forming the basis of what is hoped will be a valuable collection of Washingtoniana. This material was divided into two main classes. Wherever sufficient material justified it, publications of institutions or societies which appear periodically were catalogued, red-rope, and shelved, awaiting binding. The more fragmentary sets, annuals, etc., and all other material, classed as miscellaneous, were arranged in pamphlet boxes according to subject, labeled and shelved in the catalogue room. From these publications in hand, a list of wants was made to facilitate the obtaining of lacking numbers.

The plan for reclassifying the books in the technological department, referred to in last year's report, was carried out. The work proved to be much greater than was expected, more than 2,000 volumes in the classes R, S, and T being

changed within a period of two months. The work was done so rapidly and systematically that no one book was out of circulation for more than forty-eight hours, thus demonstrating the fact that such needed changes may be made without closing that department of the library which they affect. It is proposed to continue the revision of the classification during the coming year.

As there was some demand for books in the Russian language, a select collection has been purchased and catalogued. Two sets of cards were made, one in Russian characters for the use of borrowers and the other a short transliterated form for the official catalogue.

It is becoming evident that the needs of the public will be best supplied by having separate catalogues, not only for the collections of the various foreign languages and music, but for the books in the technological department and the projected branch library at Takoma. This means a great deal of duplication. It is estimated that at least one-half of our cards are typewritten, hence the question of extensive duplication with a minimum amount of time and labor becomes a serious and important one. It seems likely that this problem may be solved by the use of the multigraph already in successful operation in the Johns Hopkins University Library and the Cleveland Public Library.

INVENTORY STATISTICS, 1910.

The figures for 1910 show a slight increase over those of 1909. The losses have been chiefly from the open-shelf room and the useful arts department.

Circulating adult nonfiction.

	Books missing 1910 (including those also missing 1909).	Books missing 1909 and again 1910.	Books missing 1910 (excluding those missing 1909).	Books missing 1909 found 1910.		Books missing 1910 (including those also missing 1909).	Books missing 1909 and again 1910.	Books missing 1910 (excluding those missing 1909).	Books missing 1909 found 1910.
Class A.....	5	3	2	Class W.....	44	16	28	24
Class B.....	24	4	20	13	Class X.....	21	8	13	9
Class C.....	11	3	8	10	Class Y.....	171	31	140	128
Class D.....	4	3	1	1	Class Z.....	75	23	52	36
Class E.....	46	4	42	20	Total.....	981	288	693	480
Class F.....	45	9	36	27	Reference room.....	48	11	37	7
Class G.....	62	19	43	38	Useful arts department (reference).....	5	3	2
Class H.....	37	14	23	12	Total reference.....	53	14	39	7
Class I.....	33	11	22	20	Fiction.....	1,204	346	858	316
Class J.....	24	9	15	8	Juvenile fiction.....	259	120	139	20
Class K.....	11	4	7	10	Juvenile nonfiction.....	361	177	184	51
Class L.....	60	27	33	15	Total juvenile.....	620	297	323	71
Class M.....	18	5	13	4	Grand total.....	2,858	945	1,913	874
Class N.....	4	4	1					
Class O.....	1					
Class P.....	5	2	3	8					
Class Q.....	19	6	13	17					
Class R.....	83	26	57	39					
Class S.....	61	20	41	6					
Class T.....	52	14	38	6					
Class U.....	9	2	7	1					
Class V.....	57	25	32	26					

In addition 344 books were reported as missing from the stations, of which 240 were fiction and 104 nonfiction; a total of 83 less than the number reported last year. Eighty-six of those missing last year were found.

BINDERY DEPARTMENT.

Miss Elizabeth P. Gray, supervisor of binding, reports as follows on that work:

The library binding record is as follows:

	Volumes.	Cost.
Books bound, binding fund.....	5,621	\$3,055.73
Books bound, desk fund.....	939	494.00
Duplicate collection bound.....	493	233.36
Total bound.....	7,053	3,783.09
Call numbers gilded.....	4,101	164.04
Magazines prepared for circulation.....	1,819	127.33
Books repaired.....	1,314	126.70
Books reinforced.....	167	16.70
Total expenditure.....		4,217.86

The \$3,500 congressional appropriation for binding was expended thus: \$3,490.50 for binding, gilding, covering magazines, reinforcing books and repairing by the binding contractor; \$4.50 for glue brushes and \$5 for repair work by direct employment. The desk-fund appropriation of \$500 was spent thus: For binding \$494, and for repair work by direct employment \$6.

No better proof of the excellence of the work accomplished in our bindery can be furnished than to note the small percentage of volumes bound during the year that need attention. The durability of the output thoroughly demonstrates the value of overcast sewing nearly all rebound books.

Our main styles of binding have proved so satisfactory that few changes have been made, but the library buckram approved by the United States Bureau of Standards, which we have used for more than six months, promises to be a most valuable addition.

A new method of reinforcing publishers' bindings has been adopted. This is most useful for inexpensive juvenile books. The book is stripped of its cover as formerly, but the first and last few sections are whipstitched, a cotton flannel strap added to back, new guarded end papers are used, and the book returned to the original case. This overcomes the weakening at joint, where the spongy quality of the publishers' paper allows the book to start, leaving the outer surface of the paper sticking fast to the flannel back.

Flexible glue has proved most useful for repairing books loosening from the case, where the sewing remains intact. By its use we are often able to retain an attractive publisher's binding as long as it remains reasonably fresh, thus giving greater variety to our shelves, and the book is in nowise injured for binding later. The life of the book for which there is little demand is greatly prolonged, and we are also enabled to get the full measure of use from books too soiled and worn to warrant rebinding.

The flexible glues on the market were so expensive that at the suggestion of our binder we have prepared a perfectly satisfactory glue for about one-quarter the cost of the prices charged.

A 19 page typewritten list of periodical wants, covering our most important sets, was issued and resulted in numerous gifts and purchases. Many valuable sets were completed, such as American Catholic Quarterly Review, American Economic Association publications, American Journal of Archaeology, American Journal of Sociology, American Monthly Magazine, Country Life in America, International Studio, and Quarterly Journal of Economics.

Three hundred and eighty-one magazines were bound during the year. Our constantly increasing collection of valuable bound magazines has impressed us with the importance of eliminating from our list material worthless to us. Twenty-one titles were recently withdrawn because of their small use in a library of this character.

A card index of magazines and publications, which we are binding to date, has been made. This is typewritten and indicates style of binding, numbers included in each bound volume, exact finishing to be used on the back, etc.

In February we had about 4,000 volumes in our repair room awaiting binding. Books come to us daily, not only from our main library, but school duplicates, traveling libraries, and stations in excess of the number which our congressional appropriation enables us to care for.

The poor quality of publishers' bindings, especially of fiction and juvenile books, brings us a large number that have seen but little service. Most of these are standard works, so it is necessary to purchase copies to keep the number in circulation good. The average cost of each book is about \$1, and if replaced the new copy would soon be in a similar condition. As 50 cents is the average cost of binding a volume, the financial advantage gained is apparent.

In consideration of these facts, the trustees placed \$500 of the desk fund at the disposal of the bindery department, and our table of expenditure shows the result.

When we consider the fact that \$1,000 added to our appropriation would bind only 40 books per week additional, we realize the need of a substantial advance in order that all the resources of the library may be made available to the public.

APPRENTICE CLASS.

In addition to conducting the bureau of information, Miss R. Lionne Adsit had supervision of the apprentice class. She reports as follows:

On April 30 the sixth apprentice class finished its training with an exceptionally satisfactory record. Of the 12 who were admitted to the entrance examination, 10 passed, 9 entered the class, and none of these withdrew, save for appointment on the staff. One member received such an appointment the second month and another a temporary position from February to May.

The question has come up for discussion whether or not a longer course, perhaps of eight months, would be an advantage. The arguments seem to be chiefly in favor of such a plan since the course would then be of the same length as the ordinary school year, and it would work no hardship on the apprentices to stay two months longer, as more of the departments could be revisited for practice work, as there would be less necessity for crowding work and examinations in the last month, and as the added experience and efficiency of each apprentice would be considerable. The fact that more of the time of the chiefs of the departments would be consumed is offset by the help which the apprentices are able to give after six months of training.

The courses of lectures on foreign literature, selection of books, bibliography, public libraries, children's literature, and the work of each department have been much the same as the previous year. The practice work at two of the stations, three times a week, has also been continued with great satisfaction.

The class as a whole joined the District of Columbia Library Association and enjoyed the addresses given there as well as two others in connection with children's work and one by Miss Mary P. Farr on library organizing in Maryland.

It is very gratifying to know that enough love and enthusiasm for library work has been instilled into the class so that at least four of the nine are looking toward higher training. During the summer probably all of the class will receive temporary appointments in the library and a few permanent positions.

PUBLICITY AND MULTIGRAPH PRINTING.

The methods of advertising the library and the use made of the multigraph in this work and in the printing of library forms, etc., are thought to be of sufficient interest to justify a special report. This has been prepared by Mr. Joseph L. Wheeler, assistant librarian, and is as follows:

The advertising done by the library during the last year has been systematic and extensive. Interesting new readers in the library has been the chief aim, but those who were already card holders have not been neglected.

The Monthly Bulletin has been issued each month, generally in an edition of 1,500 copies. Every adult on registering receives a copy, and it is freely distributed at the library and mailed to selected addresses. This bulletin is simply a monthly reprint of the weekly book lists appearing in the Evening Star, with sometimes a few notes added. Special lists, books for practical boys, newly added books in French, woman suffrage, and lenten reading have been included in various issues of the bulletin.

The Educational Bulletin has appeared monthly during the school year. This contains any message the library may wish to send to teachers in general and lists of current books and magazine articles on education. It is printed

on the multigraph in an edition of 500 copies and sent to teachers in the District.

Through the newspapers the library is able continually to reach many persons who would otherwise never become known to us. All of the newspapers have shown much interest in the library and have cooperated on every occasion in working for publicity. New readers frequently come with lists or news items clipped from local papers. The record of news items concerning the library that have appeared in the press is as follows: Administration, 18 articles; general description and annual report, 9; Takoma branch, 17; exhibitions, 18; school work, 2; useful arts, 3; children's room, 4; Washingtoniana, 1. Four special lists were also printed: District government, North Pole, cost of living, comet lore.

The Trades Unionist of Washington printed five book lists and an editorial on the work of the library.

The largest amount of time was spent on preparing and distributing multigraph annotated lists on the following topics: Accountancy and bookkeeping; Aeronautics; Arts and crafts; Automobiles; Books for cat lovers; Books and the love of reading (4 pages); Books for Christmas gifts; Books for the third, fourth, fifth, and sixth grades; Carpentry; Children of fortune (4 pages); Classic English essays (4 pages); Dairying; Detective stories; Ghost stories; House plans and decoration (8 pages), and short edition (4 pages); Interesting books for young men and women (4 pages); Lettering and sign painting; Lincoln (4 pages); Machine shop work; Mechanical drawing; Modern American essays (4 pages); Novel and short story (4 pages); Plumbing.

All of these lists were distributed from the central library. Some of them were also distributed through other organizations, e. g., Aeronautics and automobiles, at an annual exhibition; Arts and crafts and Books for cat lovers, at meetings of persons interested in these subjects. The list on machine work was given out in the machine shop of the Technical High School. Lists on accounting, carpentry, dairying, and plumbing were mailed to addresses selected from the directory.

In this connection an account of the use of the multigraph in library work may be of value. This machine has been in use since November, 1907, and has saved the library hundreds of dollars in printing bills. Owing to the delay incident to having printing done by the District contractors the multigraph has become indispensable. It is possible to issue a list on any special subject within an hour or two after its necessity has been suggested, perhaps by some news item in the local papers. The only outlay is for time of operator, paper, and new ink rolls and ribbons. All sorts of form letters, postal-card notices, notice slips, charging slips, record blanks, etc., are run from time to time without the necessity of going outside the building or waiting for printers.

The multigraph work occupies part of the time of one attendant, who also has charge of the distribution of supplies in the library, and usually spends half of each day at the desk in the useful arts room.

Outside of the Monthly Bulletin only two pieces of printed advertising matter have been used during the year. The first of these was a small six-page folder, describing the work of the useful arts department. Of this 5,000 copies were distributed, mostly through pay envelopes of local firms, who very kindly helped in thus bringing the library to the attention of their employees. Many were mailed, and about 1,000 given out at meetings of labor unions.

The children's department issued a list of books in the school duplicate collection. About 300 copies of this have been sent to public school teachers in the District.

Individual advertising by mail has been developed. As already mentioned special lists have been sent to appropriate addresses. Multigraphed letters were sent to pupils graduating from the local high schools at the end of the school year. The following post-card notice has been in use for two months, and readers who have received information in this way have expressed appreciation.

THE PUBLIC LIBRARY OF THE DISTRICT OF COLUMBIA,
WASHINGTON, ———, 191—.

DEAR —:

You may be interested to have called to your attention the new book by ———, entitled ———.

This book has been placed in circulation. If it should happen to be out when you call for it, the usual plan for sending a reserve notice may be employed.

Very truly, yours,

GEORGE F. BOWERMAN,
Librarian.

Reserve post cards have been sent in increasing numbers. This has resulted from giving better attention to the requests of readers and investigating the cause of the apparent disappearances of books. Where good service to the public is attempted, as it is here, the answer "the book is out" is too indefinite and often unreliable to go unchallenged. To aid in this follow-up work of investigating, a slip is now used which provides for missing books, incomplete information, and any cause of complaint.

Look further for (subject or book) -----Attendant.

Date.
Inventory.

Due.

Date wanted ----- Letter sent -----.

Reserved.

Has seen -----.

Not in file.

Bindery.

Reader's name ----- Address -----.

Lost.

Ordered.

Where the foregoing slip is used the reader has a definite report on his case. Incidentally much is done in this way to keep live books available and prevent them from being lost in the unavoidable mechanism of caring for 120,000 volumes.

Publishers of books have helped themselves and the library by furnishing large editions of special book circulars, on which they have printed the words, "These books may be found at the Public Library, Washington, D. C." These publishers' lists are attractive and are taken by readers. It is a fact that the public orders many books through local dealers or direct, after having examined copies of the books at the library.

PERIODICALS DIVISION.

Miss Katharine K. Patten reports as follows on the current periodicals, of which she has charge:

The past year shows an increase in the work of this division. The library now receives 509 magazines; 202 duplicate copies are taken for staff and general circulation, making a total of 711 magazines received. These magazines are checked, carefully collated, and interesting material noted, and a record kept of the magazine in which it can be found if wanted at once or before the indexes are received. This has proved valuable, especially in the case of material which is the subject of debates in the schools. Back numbers of magazines containing this material are loaned freely from the reference room, where the current and back numbers are kept on file.

A record of articles on education which have appeared in magazines other than educational has been kept. These have been published in our Educational Bulletin, which is issued once a month during the school year. Articles on Washington are also carefully watched for and the record placed on file. Often an extra copy of the magazine containing the article is obtained for clipping and the material placed at once in the vertical file in the reference room. This file of Washingtoniana is invaluable—so much is being written about Washington, past, present, and future. The material is in constant use.

One hundred and fifty-seven magazines are taken for general circulation, covering 21 titles. These are prepared for circulation in this division and then sent to the bindery for the red rope cover. Alphabetical and classified lists have been made since the first of the year.

The following lists of periodicals are regularly received as gifts:

Technical periodicals purchased from the Henry Pastor memorial fund.

American Engineer.	Heating and Ventilating Magazine.
American Homes and Gardens.	Horseless Age.
American Machinist.	Ice and Refrigeration.
American Medicine.	Industrial Magazine.
American Society of Civil Engineers, Transactions.	Inland Printer.
Architectural Record.	International Marine Engineering.
Brickbuilder.	Iron Age (weekly).
Cassier's Magazine.	Keith's Magazine on Home Building.
Cement Age.	Keramic Studio.
Cement and Engineering News.	Metal Industry.
Central Station.	Merchants' Record and Show Window.
Collins Wireless Bulletin.	Motor.
Electric Journal.	Motor Boat.
Engineering and Mining Journal.	Municipal Engineering.
Engineering-Contracting.	Municipal Journal and Engineer.
Engineering Magazine.	Palette and Bench.
Engineering News.	Power and Engineer.
Engineering Record.	Scientific American and Supplement.
Foundry.	Telephony.
Gas Engine.	Woodcraft.

Periodicals purchased from the Woman's Anthropological Society fund.

American Anthropologist.	Gypsy Lore.
American Antiquarian.	Journal of American Folk Lore.
American Journal of Archæology.	Mind.
American Journal of Psychology.	Records of the Past.
Folk Lore (English).	

Periodicals given by the United States Bureau of Education.

American Industries.	Engineers' Society of Western Penn- sylvania, Proceedings.
American Statistical Association Pub- lications.	Good Health.
Architects and Builders' Magazine.	Harvard Law Review.
Baptist Home Mission Monthly.	Missionary Herald.
Christian Advocate.	Musical Courier.
Christian Advocate, Methodist Episco- pal Church South.	New Philosophy (Swedenborg).
Electrical Review and Western Electric- cian.	Phrenological Journal.
Electrical World.	Reform Advocate.
	Stenographer.
	Woodworker.

Other periodicals regularly received as gifts.

[Unless otherwise stated, they are given by publishers.]

American Annals of the Deaf. (Dr. E. A. Fay.)	American Institute of Architects, Quar- terly Bulletin. (Mr. Glenn Brown.)
American Blacksmith.	American Laundry Journal.
American Bottler.	American Marine Engineer.
American Bulletin.	American Medical Association Journal. (Mr. J. F. Saul.)
American Carpenter and Builder.	American Poultry Advocate.
American Carpet and Upholstery Jour- nal.	American Shoemaking.
American Clay Magazine.	Appeal to Reason.
American Druggist.	Association of Collegiate Alumnæ. (Mr. G. F. Bowerman.)
Amerika Esperantisto. (Washington Esperanto Association.)	Bicycling World.
American Federationist.	Billboard.
American Gas Light Journal.	Bookkeeper. (Association of Ameri- can Government Accountants.)
American Hebrew.	

Other periodicals regularly received as gifts—Continued.

- | | |
|---|--|
| <p> Boston Ideas.
 Brewer's Journal.
 Brill Magazine.
 Builder.
 Bulletin of American Institute of Banking. (Association of American Government Accountants.)
 Bureau of Railway News and Statistics.
 Business Philosopher.
 Canal Record.
 Carpenter.
 Carriage Monthly.
 Cat Review.
 Caterer.
 Catholic Book News.
 Cement World.
 Century Path. (Miss Corbin.)
 Chautauquan Quarterly.
 Christian Cynosure.
 Christian Register.
 Christian Science Journal.
 Christian Science Sentinel.
 Civil Service Advocate.
 Clothier and Furnisher.
 Coming Country.
 Commercial Poultry.
 Compressed Air.
 Concrete.
 Concrete Engineering.
 Cook's American Traveler's Gazette.
 Cooperation.
 Courier, Davos.
 Current Events.
 Decorative Furnisher.
 Federation Review.
 Fleet Review.
 Fly. (Mr. E. H. Young.)
 Forerunner.
 Franklin Institute, Journal of. (Mr. E. P. Cowell.)
 Garage.
 General Electric Review.
 Girls.
 Gleanings from Bee Culture.
 Government Accountant. (Association of American Government Accountants.)
 Grand Rapids Furniture Record.
 Gregg Writer.
 Guernsey Club Bulletin.
 Hardware Dealers' Magazine.
 Hellas.
 Helper.
 Herald of the Cross.
 Herald of the Golden Age.
 Hoard's Dairyman.
 Holy Cross Magazine.
 Horticulture.
 Howard University Journal.
 Hub.
 Illumination.
 International Bureau of American Republics Monthly Bulletin.
 Jewish Record. </p> | <p> Journal of Accountancy. (Association of American Government Accountants.)
 Liberia.
 Lumber Trade Journal.
 Machinists' Monthly Journal.
 Mail Order Journal.
 Marine Journal.
 McKeel's Weekly Stamp News.
 Merck's Report.
 Metal Worker.
 Mining World.
 Modern Methods.
 Modern Sanitation.
 Monthly List of State Publications.
 Monthly Record of Scientific Literature.
 Motor Cycle.
 Motorcycle News.
 Motor Cycling.
 Moving Picture News.
 Moving Picture World.
 National Contractor and Builder.
 National Engineer.
 National Hibernian.
 National Printer Journalist.
 Navy.
 New Church League Journal.
 New-Church Review.
 North German Lloyd Bulletin.
 Novelty News.
 Numismatist.
 Office Appliances.
 Office Outfitter.
 Oil, Paint, and Drug Reporter.
 Opportunity.
 Owners and Builders Magazine.
 Painter and Decorator.
 Pathfinder.
 Pharmaceutical Era.
 Phonographic Magazine.
 Pitman's Journal.
 Popular Electricity.
 Postal Information.
 Postal Record.
 Practical Engineer.
 Printing Trade News.
 Public.
 Reform Advocate.
 Reliable Poultry Journal.
 Sabbath Recorder.
 Sample Case.
 School Teacher.
 Scranton Board of Trade Journal.
 Shorthand Writer.
 Single Tax Review.
 Soda Fountain.
 Southern Planter.
 Steam Shovel News.
 Stone.
 Stone & Webster Public Service Journal.
 Students' Journal.
 Sunday Companion. </p> |
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Other periodicals regularly received as gifts—Continued.

System.	United States Monthly Weather Review.
Theosophical Quarterly.	United States Alphabetical List and Patent Gazette.
Trade Unionist.	United States Public Documents Catalogue.
Training School.	University Courier.
Typographical Journal.	University Hatchet.
United States Army List and War Record.	University of Illinois Bulletin.
United States Labor Bulletin.	Violin World.
United States Bureau of Standards Bulletin.	Volta Review.
United States Daily and Monthly Consular Reports.	Washington American.
United States Monthly Summary of Commerce and Finance.	Washington Evening Star.
United States Congressional Record (Senator J. H. Gallinger).	Washington Herald.
United States Crop Reporter.	Washington News Letter.
United States Monthly List of Publications.	Washington Post.
United States Diplomatic List.	Washington Times.
	Water and Gas Review.
	Weekly People.
	Woodworker.

Libraries regularly sending bulletins.

Boston, Mass., Museum of Fine Arts.	Ohio State Library.
Boston, Mass., Public Library.	Omaha, Nebr., Public Library.
Brockton, Mass., Public Library.	Pennsylvania Free Library Commission.
Brooklyn, N. Y., Pratt Institute Free Library.	Pittsburg, Pa., Carnegie Library.
Brooklyn, N. Y., Public Library.	Portland, Oreg., Library Association.
California State Library.	Providence, R. I., Public Library.
Cambridge, Mass., Public Library.	Rockford, Ill., Public Library.
Cleveland, Ohio, Public Library.	St. Louis, Mo., Public Library.
Denver, Colo., Public Library.	Salem, Mass., Public Library.
Detroit, Mich., Public Library.	San Francisco, Cal., Public Library.
Grand Rapids, Mich., Public Library.	Springfield, Mass., City Library Association.
Haverhill, Mass., Public Library.	Syracuse, N. Y., Public Library.
Helena, Mont., Public Library.	Toronto, Canada, Public Library.
Holyoke, Mass., Public Library.	Vermont Library Commission.
Indiana Public Library Commission.	Virginia State Library.
Iowa State Library Commission.	Waltham, Mass., Public Library.
Jersey City, N. J., Free Public Library.	Wilkes-Barre, Pa., Osterhout Free Library.
Kansas City, Mo., Public Library.	Williamsport, Pa., James V. Brown Library.
Minnesota Public Library Commission.	Wilmington, Del., Institute Free Library.
New Bedford, Mass., Public Library.	Wisconsin Free Library Commission.
New York Public Library.	
New York State Library.	
North Carolina Library Commission.	
Norwich, Conn., Otis Library.	

SELECT LIST OF DONORS.

It is not practicable to give an itemized statement of the very large number of gifts of miscellaneous publications received by the library, all of which are acknowledged by mail. These gifts included, during the past year, the following classes of material: 2,617 bound and 318 unbound volumes, 4,562 pamphlets, 456 trade catalogues, 3,019 odd numbers of periodicals, 156 leaflets, 193 picture post cards, 180 maps, 62 engravings, 45 photographs, 13 pieces of music, a collection of orchestral music scores, 1 scrapbook of clippings about the library, and 40 miscellaneous articles or collections.

The following is designed to be a complete list of local individual donors, together with few persons living outside of Washington, who have made contributions:

Abbe, Cleveland.	Hunneman, J. C.
Babbitt, Miss Grace E.	Hutcheson, David.
Banks, S. M.	Iles, George (New York City).
Barnes, Miss Gertrude J.	Ireland, Mrs. Mary E.
Bauer, Mrs. L. A.	Judd & Detweiler.
Bayley, Miss Margaret.	Kahn, Hon. Julius.
Beadle, John B.	King, A. F. A.
Bell, Charles J.	King, Harry.
Bischoff, C. C.	Laskey, Miss Julia H.
Boutell, Hon. Henry S.	Le Clerc, J. A.
Bowerman, George F.	Leech, Rev. S. V.
Brinton, Mrs. E. S.	Lenman, Miss Isabell.
Broun, Miss Virginia.	Lockwood, Miss Margaret M.
Buchanan, Roberdeau.	Loomis, John T.
Caldwell, S. D. (Bethesda, Md.).	Lowey, Frank G.
Caron, Miss B. H.	McCullough, Mrs. L. V.
Carpenter, Hon. F. W.	Macfarland, Hon. H. B. F.
Clark, Victor S.	Macrae, Mrs. N.
Cockerill, Mrs. H. R.	Magruder, G. L.
Cole, T. L.	Mahony, Felix.
Cox, W. V.	Martin, Mrs. G.
Crane, Parris & Co.	Meade, Thomas L., jr.
Cunningham, Miss Mary E.	Moore, Frederick L.
Curtis, Henry S.	Moore, Hon. J. Hampton.
Dally, S. L.	Munroe, Charles E.
Darton, N. H.	Newell, F. H.
Davis, Madison.	Newell, Mrs. F. H.
Depew, Hon. C. M.	Noyes, Theodore W.
Dillingham, Hon. Wm. P.	O'Connell, J. C.
Dodge, Mrs. Ida.	Ott, Mrs. J. W.
Dodge, W. C.	Parsons, A. V.
Edgerton, Charles E.	Patten, Miss Katharine K.
Edson, John Joy.	Peshine, J. W. H.
Esterly, Mrs. George W.	Pratt, Miss Katharine S.
Ewing, Maj. E. W. R.	Prud'homme, Mlle.
Farquhar, Mrs. G. B.	Quesada, Gonzalo de.
Feeney, J. L.	Radcliffe, Rev. Wallace.
Fisher, Daniel W.	Raymond, George L.
Fisher, Mrs. S. T.	Read, Albert M.
Fitch, Henry.	Richards, L. A.
Fox, Miss E. A.	Rivot, Charles G.
Gallinger, Hon. J. H.	Robins, William L.
Gerald, H. P.	Rudy, J. P.
Gibson, Miss Irene.	Russell, Charles W.
Giddings, Mrs. S. D.	Safford, W. E.
Green, Bernard R.	Seaman, William H.
Hance, Miss Emma.	Seaman, Mrs. William H.
Hannan, J. H.	Sewall, Frank.
Hayzel, Miss Olivia.	Shufeldt, R. W.
Heard, J. Thomas.	Sister Veronica.
Henckels, Theodore.	Smith, Hon. S. W.
Henry, A. J. (Mount Weather Observatory, Virginia).	Solomons, Miss Isabele.
Hodge, F. W.	Starkweather, George B.
Hodgkin, George W.	Stead, Robert.
Howard, J. T.	Stead, Mrs. Robert.
Hoyt, J. C.	Steger, A. M.
Hoyt, John W.	Stellwagen, Edward J.
Hoyt, Kepler.	Stevens, W. W.
Huddleson, Miss Margaret (Glennedale, Md.).	Stoek, Miss Faith G.
Huddlestone, S. M.	Thompson, Miss Berenice.
Hull, Hon. J. A. T.	Thompson, A. H.
	Totten, George O., jr.
	Velamater, Mrs. S. M.

Walker, Mrs. A. M.
 Waring, Rev. L. H.
 Waring, R. L.
 Warren, Hon. F. E.
 Wead, Charles K.
 Weeks, E. P.

Williams, Thomas A.
 Woodward, Luther.
 Woodward, S. W.
 Yarrow, H. C.
 Young, E. H.

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report of my receipts and disbursements as treasurer of the board of trustees of the Free Public Library of the District of Columbia during the fiscal year ended June 30, 1910:

Moneys collected at the delivery desk.

Balance on hand July 1, 1909.....	\$574. 58
Fines:	
Adult.....	\$3, 042. 04
Juvenile.....	394. 25
Stations.....	90. 18
Total.....	3, 526. 47
Duplicate collection.....	1, 175. 35
Reserves.....	85. 50
Reissued cards.....	110. 45
Books lost and injured.....	111. 31
Sale of catalogues.....	3. 76
Total.....	5, 587. 42
Refund on magazine.....	5. 82
Overpayment on book.....	1. 00
To interest on deposit American Security and Trust Company.....	20. 68
Grand total.....	<u>5, 614. 92</u>
Expended as follows:	
Books (main collection).....	\$2, 130. 22
Books (duplicate collection).....	763. 89
Periodicals.....	1, 066. 89
Rebinding books (main collection).....	494. 00
Rebinding books (duplicate collection).....	256. 86
Printing bulletin.....	104. 10
Traveling expenses.....	120. 73
Membership fees in associations.....	50. 04
Reimbursing emergency fund.....	75. 00
Post cards.....	200. 00
Premium on bond of treasurer.....	6. 25
Premium on bond of notary public.....	10. 00
Rent of motor cycle.....	8. 00
Miscellaneous.....	2. 62
Total.....	<u>5, 288. 60</u>
Balance in hands of treasurer June 30, 1910.....	326. 32

*Donation fund, including Henry Pastor memorial fund and Woman's Anthropological Society fund.*GEORGE F. BOWERMAN, *Treasurer.*

IN ACCOUNT WITH THE PUBLIC LIBRARY.

Cr.				Dr.
1909.				
July 1	To balance in hands of treasurer.....	\$334.01	Expended for books.....	\$141.73
Aug. 7	To check, James T. Du Bois.....	50.00	Expended for periodicals.....	128.28
Oct. 12	To check, Washington Sanitary Improvement Co.....	25.00	Expended for membership fee in association.....	3.00
1910.				
Apr. 1	To check, James T. Du Bois.....	50.00	Total.....	273.06
Apr. 9	To check, Washington Sanitary Improvement Co.....	25.00	June 30, by balance in hands of treasurer.....	265.37
May 19	To check, James T. Du Bois.....	50.00		
	To credit, interest on deposit.....	5.32		
	Total.....	539.33	Total.....	539.33

IN ACCOUNT WITH THE HENRY PASTOR MEMORIAL FUND.

Cr.				Dr.
1909.				
July 1	To balance in hands of treasurer.....	\$0.21	Expended for periodicals.....	\$69.90
Aug. 7	To check, James T. Du Bois.....	50.00	June 30, to balance in hands of treasurer.....	50.31
1910.				
Apr. 1	To check, James T. Du Bois.....	50.00		
May 17	To check, James T. Du Bois.....	50.00		
	Total.....	150.21	Total.....	150.21

IN ACCOUNT WITH THE WOMAN'S ANTHROPOLOGICAL SOCIETY FUND.

Cr.				Dr.
1909.				
July 1	To balance in hands of treasurer.....	\$62.37	Expended for books.....	\$55.50
Oct. 12	To check, Washington Sanitary Improvement Co.....	25.00	Expended for periodicals.....	24.36
1910.			Expended for membership fee in association.....	3.00
Apr. 9	To check, Washington Sanitary Improvement Co.....	25.00	Total.....	82.86
			June 30, balance in hands of treasurer.....	29.51
	Total.....	112.37	Total.....	112.37

SUMMARY OF RECEIPTS AND EXPENDITURES.

The library derives its principal maintenance funds from congressional appropriations. These appropriations for salaries, books, bookbinding, contingent expenses, etc., are paid on vouchers audited by the District auditor. In order, however, to give in this report a full financial statement of the library, this statement should include a summary of all receipts from whatever sources and of all expenditures from whatever funds. All congressional appropriations revert unless expended within the fiscal year for which they are made. There is, therefore, never a balance to carry forward. In the following statement are combined the receipts and expenditures from appropriations and from desk and donation funds:

RECEIPTS.

Congressional appropriations:	
Salaries, regular roll.....	\$39,320.00
Salaries, Sunday and holiday roll.....	1,700.00
Employment of substitutes.....	1,000.00
For books.....	7,500.00
For binding.....	8,500.00
For contingent expenses.....	8,000.00
	<hr/>
	\$61,020.00
Desk fund:	
Balance June 30, 1909.....	574.58
Receipts, including interest and refund on magazines.....	5,040.84
Donation fund:	
Balance June 30, 1909.....	334.01
Receipts, including interest.....	205.82
	<hr/>
Total library funds.....	6,154.25
	<hr/>
Total receipts.....	67,174.25

EXPENDITURES.

Salaries.....	\$42,020.00
Books.....	10,535.84
Periodicals.....	1,199.12
Binding.....	4,250.86
Contingent expenses.....	8,576.74
	<hr/>
Total expenditures.....	\$66,582.56
	<hr/>
Balance June 30, 1910.....	591.00

Respectfully submitted.

GEORGE F. BOWERMAN,
Treasurer.

The BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.



APPENDIX.

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice-president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice-president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice-president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain for the library public documents of all kinds, as well as the publications

of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogued according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI, and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXII. The order of business at regular meetings of the board shall be: drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

REGULATIONS FOR USE OF LECTURE HALL.

The trustees have adopted the following resolution to govern the use of the library lecture hall:

Resolved, That it is declared to be the policy of the board of library trustees to continue the public use of the library's lecture room to free public lectures or discussions on unobjectionable topics of popular interest and educational tendency.

That, in accordance with this policy, no charge, direct or indirect, shall be permitted to be made to the audience at such lectures or discussions, and that the applicant for permission to make such use of the lecture room shall be required to announce through the local press that such lecture or discussion is free to the public and to invite the public attendance upon it.

That applications for permission to use the lecture room shall be in writing, addressed to the board of library trustees, and shall set forth the facts concerning the nature of the proposed lecture or discussion and the pledges above required in respect to it; that each application shall bear the indorsement of the librarian to the effect that the lecture room is available for the requested use at the time designated; that such applications shall be considered and acted upon by the board, on favorable report from the committee on building; and that in emergency cases where use of the lecture room is desired in advance of the next meeting of the board the president is authorized to grant the requested permission, if the written application for such use in due form as above required is presented, with the favorable indorsements of the librarian and three members of the committee on building.

REGULATIONS FOR USE OF STUDY ROOMS.

Resolved, That it is declared to be the policy of the library trustees to confine the public use of the library's study rooms to the use by individuals or groups of individuals as places of quiet study. That, in accordance with this policy, the librarian is authorized to assign such study rooms to individuals, committees, or clubs for limited periods, in order that such individuals, committees, or clubs may better avail themselves of the resources of the library by having books, periodicals, etc., sent to such study rooms on request. That such study rooms shall not be used by clubs having a regular order of business or any programmes that are not closely connected with the study of the books and periodicals of the library.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended to the date of the publication of this report:

ARTICLE 1. The library shall be open for the delivery and return of books and for reading and reference every week day from 9 a. m. to 9 p. m., July 4 and December 25 excepted. The library shall be open for reading and reference every Sunday from 2 to 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be signed in person at the library and must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian.

ART. 4. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased, if in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid charges or cost of replacing books lost or damaged, be refunded.

ART. 5. Each person entitled to draw books from the library will be supplied with two cards inscribed with his or her name, residence, and register number. These cards must be presented whenever a book is taken, returned, or renewed. If lost, cards will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all charges accrued on the same. Books and magazines may not be transferred from one reader's card to another. No card shall be lent outside the household of the holder. Both reader's card and book are stamped with the date they are due.

ART. 6. One book may be taken out at a time on each card and retained two weeks (except those labeled "Seven-day book"). Two or more volumes, if of the same book, will be considered as one book. They may be renewed once for the same period, unless reserved by other persons in the meantime. A magazine may be drawn on a white card in addition to a book. Books of recent purchase, very popular books, and current magazines are called "Seven-day books." (These books have the notice on the inside and outside cover, and may not be renewed.)

ART. 7. Books may be renewed by mail by sending the reader's card (on which the book was drawn), the author and title of the book, and the call number, which will be found on the pocket on the back cover of the book. If the return of the cards is desired, a self-addressed stamped envelope should be inclosed. Books may not be renewed by telephone. After one renewal a book may not be taken out again by the same borrower or by any other member of the same household until it has remained on the library shelves for twenty-four hours.

ART. 8. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents. Pay duplicate copies of new fiction may also be reserved.

ART. 9. Books of reference and those deemed by the library committee or librarian unsuitable for general circulation shall not be loaned for home use except upon special permission of the committee or librarian. Such books will be designated in printed catalogues by the abbreviation "Ref." and in card catalogues by the words "Reference book, does not circulate" stamped on the face of the card.

ART. 10. A charge of 2 cents a day for each book will be made for books kept overtime. No charge will be made for days on which the library is not open for the circulation of books for home use. Borrowers must take notice of the expiration of the time allowed. After five days' delinquency a notice will be sent. At the expiration of two weeks from the date the book is due (if it is not returned) a messenger will be sent for it, who shall have authority to col-

lect the amount incurred and an additional fee of 20 cents for such messenger service. No claim to exemption can be established because of failure of any notice to or from the library. No book will be delivered to persons allowing such charges to remain unpaid. Whenever a borrower will not pay such charges as may be against him, his guarantor will be held responsible.

ART. 11. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 12. If any borrower lose or materially injure a book, paper, or magazine belonging to the library, he shall pay the cost of replacement. If the book so lost or injured be part of a set, he shall pay for the entire set, and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 13. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library.

ART. 14. Teachers' cards may be issued, on which 10 books other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Normal-school students' cards may be issued, on which 5 books, other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Books issued on teachers' and normal-school students' cards are subject to recall if required by other readers.

ART. 15. The librarian may, at his discretion, cause to be issued special-privilege cards, entitling readers who satisfy him of their need for such special privileges to 10 or more books, other than fiction and recent purchases, for use in pursuing courses of reading. Such privileges may be withdrawn at any time at the discretion of the librarian.

ART. 16. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 17. The reader's card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 20. The use of inks is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 21. No dogs or other animals shall be permitted in the building.

ART. 22. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library are prohibited in all parts of the library building.

ART. 23. Men and boys shall remove their hats and remain uncovered within the building.

ART. 24. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offense is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offense.

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1911
JUL 17 1911

THE PUBLIC LIBRARY

OF THE

DISTRICT OF COLUMBIA

ANNUAL REPORT OF THE
BOARD OF TRUSTEES
AND OF THE LIBRARIAN

1910-1911

THE UNIVERSITY
OF MICHIGAN

LIBRARY SCIENCE
LIBRARY



WASHINGTON
GOVERNMENT PRINTING OFFICE
1911

(29 Stat. L., p. 244), which provides that the library "shall be the property of the said District" * * * and that "the Commissioners of the said District are authorized on behalf of the said District to accept and take title to all bequests and devises for the purpose of aiding in the maintenance or endowment of said library."

The corporation counsel of the District has furnished the following forms:

FORM OF GIFT BY WILL.

"I give and devise to the District of Columbia for the Public Library reading room, established under an act of Congress approved June 3, 1899 (29 Stat. L., p. 244), the sum of ----- dollars."

FORM OF DEVISE.

"I give, devise, and bequeath in fee simple to the District of Columbia the Public Library and reading room, established under an act of Congress approved June 3, 1899 (29 Stat. L., p. 244), the following-described real estate ----- viz: "

The corporation counsel also states that if the gift or devise is to be used for any special department of the library or any special purpose (such, for example, as the purchase of children's books), or if there is any other condition or condition should be expressed in the will.

In view of certain misunderstanding on this point, it should be explained that Mr. Carnegie's benefactions to this library are, as elsewhere, confined to the erection of buildings and do not cover maintenance. Expenses for rent, books, and supplies are met from congressional appropriations, and are always far too meagre to meet the needs of our growing work. American municipal free public libraries have large endowment funds, in cases yielding sufficient money to buy all needed books, periodicals, etc. Public Library's permanent endowment is but \$1,000, yielding \$50 a year from sales of endowments established for the benefit of this library; the true

FOURTEENTH ANNUAL REPORT OF THE
BOARD OF TRUSTEES
AND
THIRTEENTH ANNUAL REPORT OF THE
LIBRARIAN OF THE PUBLIC LIBRARY
OF THE DISTRICT OF COLUMBIA

FOR THE FISCAL YEAR
ENDED JUNE 30
1911



WASHINGTON
GOVERNMENT PRINTING OFFICE
1911

OFFICERS OF THE LIBRARY.

BOARD OF TRUSTEES.

SAMUEL W. WOODWARD, term expires 1912.
BRAINARD H. WARNER, term expires in 1912.
JOHN B. LARNER, term expires 1912.
JOHN B. SLEMAN, Jr., term expires 1914.¹
R. ROSS PERRY, term expires 1914.
HERBERT PUTNAM, term expires 1914.
THEODORE W. NOYES, term expires 1916.
CHARLES J. BELL, term expires 1916.
WENDELL P. STAFFORD, term expires 1916.

OFFICERS OF THE BOARD.

THEODORE W. NOYES, *President*.
BRAINARD H. WARNER, *Vice President*.
JOHN B. LARNER, *Secretary*.
GEORGE F. BOWERMAN, *Librarian, Treasurer, and Assistant Secretary*.

STANDING COMMITTEES.

BOOKS.	BUILDING.
HERBERT PUTNAM, <i>Chairman</i> . WENDELL P. STAFFORD. SAMUEL W. WOODWARD.	BRAINARD H. WARNER, <i>Chairman</i> . WENDELL P. STAFFORD. JOHN B. SLEMAN, Jr. ¹
EMPLOYEES.	FINANCE.
WENDELL P. STAFFORD, <i>Chairman</i> . SAMUEL W. WOODWARD. BRAINARD H. WARNER.	JOHN B. LARNER, <i>Chairman</i> . CHARLES J. BELL. R. ROSS PERRY.
RULES.	BOOKBINDING, ETC.
R. ROSS PERRY, <i>Chairman</i> . HERBERT PUTNAM. JOHN B. LARNER.	JOHN B. SLEMAN, Jr., <i>Chairman</i> . ¹ HERBERT PUTNAM. JOHN B. LARNER.

SPECIAL COMMITTEES.

LEGISLATION.	DONATIONS.
THEODORE W. NOYES, <i>Chairman</i> . BRAINARD H. WARNER. JOHN B. LARNER.	SAMUEL W. WOODWARD, <i>Chairman</i> . CHARLES J. BELL. JOHN B. SLEMAN, Jr. ¹

BRANCH LIBRARIES.

CHARLES J. BELL, *Chairman*.
BRAINARD H. WARNER.
R. ROSS PERRY.

The president is ex officio a member of all committees.

¹Mr. Sleman died on July 1; appropriate resolutions were passed by the trustees at their next meeting on Oct. 27.

REPORT
OF THE
BOARD OF TRUSTEES OF THE PUBLIC LIBRARY.

WASHINGTON, *November 1, 1911.*

GENTLEMEN: The progress of the year in library development has been in the increase of the library's practical usefulness in a few very important lines, as in the school work and in the technology department, and in the further improvement of the quality of the reading use made of the library, as indicated by the continued reduction of the percentage of fiction circulation, which has decreased in the last seven years from 84 to 60 per cent. This "supplement of the public educational system" of the District is thus developing in accordance with the main purpose of its creation in its vital function of helper and supplemental teacher of the school children of Washington. It is bestowing an increasing measure of practical benefits on those eager for knowledge who utilize its extended and improved industrial department. It has elevated the literary taste and standards of the reading public so that better books are read each year, better this year than last, far better this year than five or six or seven years ago.

LIMITATIONS IMPAIR USEFULNESS OF LIBRARY.

The library's growth, activity, and usefulness to the community are, however, hampered by inadequacy in the number and in the pay of the library force, and in the net additions to the book stock. With the extraordinary extensions of the library work of the last four years there has been no corresponding increase in the force to do this work. There has been noted a constant shifting in the personnel of this limited force, through numerous resignations from underpaid positions, amounting this year to 33½ per cent of the entire force, an increased loss over last year with its 26 per cent of resignations. The conditions in respect to library force and book stock congest and hamper the operations of the central library and check the normal enlargement of circulation through the establishment of necessary deposit stations and minor branch libraries.

The lack of adequate salaries has thus caused a loss to the service during the past year of a third of its entire staff. In service merely clerical new appointees may step into the work of their predecessors without much diminution of the general efficiency. But in a library the experience gained by an employee—of the material and of the public—is an asset not to be duplicated from without. His with-

drawal represents a loss that can not be made good out of hand, and a salary so low as to require him, while in the service, to be on the lookout for a position elsewhere not merely impairs his present efficiency but represents an investment without adequate returns—the most extravagant of administrative policies.

In the light of these conditions the trustees urge with all the vigor of which they are capable the thoughtful and sympathetic consideration by the commissioners and by Congress of the library estimates already submitted. In their opinion the existence in Washington of a public library thoroughly creditable to the Capital and in the highest degree beneficial to the public depends upon their success in attracting the attention of Congress to these conditions and in securing their correction.

While the service of the library is in an intensive sense improving, extension of it to a dimension suitable and normal for a city of the size of Washington is impossible under the present limitations. That Washington is less well provided than other American cities of its size is easily shown and has been shown to you and to the Committees on Appropriations on various occasions. Upon whatever basis the comparison be made, whether by the size of the population, by the percentage (assigned to the Public Library) of the total annual expenditure, or the per capita expenditure, Washington stands inferior to over a score of cities in the United States, which in no respect would seem entitled to outrank her; even disregarding the consideration that she is the capital city of the Nation. A résumé of the figures entering into such a comparison is embodied in our letter to the commissioners dated June 28, in connection with the estimates of the present year, a copy of which is attached to this report.

BASIC APPROPRIATIONS REQUIRE READJUSTMENT.

It is a usual disposition of appropriating bodies to consider estimates from a given department in their relation simply to the actual grants of the preceding year, and to regard as exorbitant proposed increases for any one department beyond a given percentage over those previous grants. In cases where the city budget in a preceding year represents a normal relation among the several items, and a normal also for each item as compared with the practice of other cities, such a practice is certainly not unreasonable; and each department must be content with its quota of the general growth. But where a department of recent creation has been started with a provision altogether under the normal, and which, though gradually advanced, is still considerably below the normal, an increase representing merely a percentage advance upon the previous grants can not be adequate. Now, this latter is precisely the situation of the Public Library, whose beginnings were recent and meager, and whose share to-day of the general expenditure is considerably below the normal, if one is to regard as normal the practice of other cities. What we strongly desire the opportunity to urge upon the appropriation committees is that in some one year (and we had hoped that it might be next year), our estimates might be dealt with on a larger theoretic basis; that the financial status of the library might be adjusted accordingly; and that thereafter our task each year would

only be to show the necessity of the percentage advance which, out of an estimated tax levy, would seem a fair average for all the several departments.

In submitting their estimates to the commissioners, the trustees indicated that they were proposing not a slight normal increase over past appropriations on the theory that the basic appropriations are and have been adequate, but a readjustment of the basic appropriations themselves on the ground that the latter never have been established on the proper basis. The letter of the trustees to the commissioners heretofore referred to and appended to this report justifies these estimates in their entirety, and shows that, if granted without change, they would represent a smaller library expenditure per capita in the District than in a majority of the 26 cities beside Washington having over 200,000 population.

The trustees have also indicated to the commissioners that while all the estimates were of importance, the need of enlargement and increased pay in the library force was urgent and vital. The trustees repeat with emphasis that if this institution so useful to the community is to be protected against crippling and fostered as it deserves, a radical readjustment of the library force with exceptional increases in both number and compensation must be secured. The amount of money involved is very small, the need is great, the circumstances exceptional. The trustees have no hesitation in urging earnestly upon the commissioners and Congress special consideration this year of their plea in the library's behalf.

BRANCH LIBRARIES NEEDED.

In the central library Washington has a collection of books of no mean dimension (reaching now 132,000 volumes), attractive reading spaces, and helpful service; but these benefits are not equally free to all the inhabitants of Washington, for they may be enjoyed without expense only by those residing in the immediate vicinity of Mount Vernon Square. By the rest of Washington they may be had only by the expenditure of the double car fare (nearly equal to the price of a current monthly magazine), and, in addition, the time required for the journey.

In a city such as this a central library without branches is but a torso. It has all the vital organs necessary to a varied and far-reaching service, but it lacks the members through which alone this service may be effected. It may even become congested so that its service within its own limits is hampered. Or, to change the simile, it is a reservoir without mains; it represents a large expense for the accumulation of useful material and a denial of the relatively small expense which may diffuse this material to the consumer. The slight expense is indispensable to make the large expense profitable.

The very activity of our central library within its limits (and it is an activity unexcelled, we believe, by any library of similar size and resources) is but an argument for its extension, for it proves the intelligent energy which should be given further outlet. And the appreciation of the public (for in number of volumes used our library already equals the central library of Boston 15 years ago, and

in number of cardholders almost equals it—although Boston was even then a city of a half million inhabitants)—the appreciation of the public is but another argument, for it shows that Washington needs a public library and will make the most of it. And Washington in this case means not merely the dilettante reader desiring only recreation, nor women reading chiefly for rest and diversion, for nearly one-half of the adult readers are men.

There is an impression (which we have encountered) adverse to our efforts to secure greater resources for the Public Library, that the presence here of the Library of Congress and the score of libraries in the departments and bureaus should render unnecessary a public library system as completely developed as those of other cities. But the department and bureau libraries are laboratory collections limited to special fields, and for the use of the Government officials working within those fields. Hospitable as they are to an inquirer visiting them with a specific object of investigation, they can not serve or even welcome the general reader. The Library of Congress is of course freely available to all, but it is, for the general public, a library merely of reference, and it is primarily a library for research. It leaves deliberately to the Public Library the task of reaching the general reader and that great body of younger students pursuing systematic instruction in the elementary, grammar, and secondary schools. With reference to the service to these it regards, indeed, the Public Library as an outpost, transferring to it freely such material as it may be able to spare suited to their needs. Its direct service as a research library of great dimension will undoubtedly be to advance the general intelligence of Washington and the zeal for learning here. But this serves also to quicken the eagerness of the public in directions which only a lending library can meet; it creates an appetite which only a well-equipped lending library can satisfy.

While therefore the existence of these reference libraries maintained by the Federal Government relieves the Public Library of the duty of maintaining a collection of highly specialized material for the research investigator, it imposes upon it even more urgently the duty of multiplying and of diffusing as actively as possible the more ordinary books which are to inform and to cultivate the general reader and to illustrate, confirm, and render permanent the lessons of the school. Experience shows that this duty requires absolutely the maintenance of outlying agencies (including the schools themselves), with an active interchange of books and an increasing affirmative effort (which means an extended and expert organization) in the exploitation and interpretation of them.

We report, therefore, with hearty satisfaction the approaching completion of the Takoma branch, not only because of the benefits to be conferred upon Takoma but because we believe that the recognition of the need there will involve necessarily a recognition in due course of the similar needs and claims of other sections.

The operations of the library during the past year are set forth in interesting detail in the report of the librarian to the trustees, which is attached to and made a part of this report.

LIBRARY ESTIMATES FOR NEXT YEAR.

The Public Library estimates for 1912-13 as submitted by the library trustees to the Commissioners of the District, with notes explanatory of the separate items, are as follows:

Estimates for 1912-13.

	Appropriation, 1911-12.	Estimates, 1912-13.
LIBRARY AND BUILDING FORCE.		
Librarian	\$3,500	\$5,000
NOTE.—The trustees have for several years been recommending that the salary of the librarian be increased to \$5,000. This sum is required to make the salary commensurate with the services rendered and to put it on a par with the salaries paid to chief librarians of other municipal libraries of equal rank.		
Assistant librarian	1,500	1,800
NOTE.—By reason of the inadequacy of the present salary, twice within two years recently, the library has lost its assistant librarians. Such frequent changes should be avoided.		
Chief, circulating department	1,200	1,500
NOTE.—The duties and responsibilities of this position, involving the supervision of the new branch and of stations, as well as the large circulation from the main library, call for better compensation for this officer.		
Children's librarian	1,000	1,200
NOTE.—The volume and quality of the work of this division, involving supervision of school circulation and home libraries, justify this increase in salary.		
Librarian's secretary	900	1,000
NOTE.—The responsibilities of the position of business officer or chief clerk require that it be increased to the amount originally estimated.		
Reference librarian	1,000	1,200
NOTE.—The growth of the work of this department and the quality of the service rendered require this increase for its chief.		
Chief, order and accessions division		1,200
NOTE.—The volume and complexity of the book-order work require an adequately paid chief having business ability and knowledge of books, their prices, etc.		
Chief, industrial division		1,200
NOTE.—The success of this division during four years and the importance of the service justify and require a well-educated and trained chief.		
Assistant in charge of work for the blind	1,200	1,280
Assistant	1,000	1,000
Two assistants, at \$900 each		1,800
NOTE.—One assistant at this salary is needed to be first assistant in the circulating department. As the hours during which the department is open are long, the first assistant must approximate the chief in administrative ability. Another assistant of this grade is needed to take charge of the periodicals division.		
Five assistants, at \$720 each	3,600	
Seven assistants, at \$720 each		5,040
NOTE.—One of these new assistants is needed to supervise the bindery work and one as first assistant in the children's department.		
Four assistants, at \$600 each	2,400	
Five assistants, at \$600 each		3,000
NOTE.—The extra assistant at this rate is needed in the work with schools.		
Three assistants, at \$540 each	1,620	
Four assistants, at \$540 each		2,160
NOTE.—An assistant of this grade is needed in the order and accessions division.		
Copyist	480	480
Chief, catalogue division		1,500
NOTE.—The volume and grade of work that is being done require an officer of high technical skill and good administrative ability to cope with it. At least 15 cataloguers holding subordinate positions in local libraries receive as much as, or more than, the estimated salary.		
Cataloguer	900	
Classifier		900
NOTE.—With better division of labor in the catalogue division the work of classification of accessions will devolve on this officer, and the suggested title would be more descriptive of duties.		
Shelf lister		840
NOTE.—An expert, accurate to a high degree, is needed to maintain the shelf list—an essential record.		
Cataloguer	720	720
Do	600	600
Two cataloguers, at \$540 each	1,080	1,080
Stenographer and typewriter	720	
Two stenographers and typewriters, at \$720 each		1,440
NOTE.—The increase of correspondence and other clerical work makes this additional assistant necessary.		
Two assistants, at \$480 each	960	960

Estimates for 1912-13—Continued.

	Appropriation, 1911-12.	Estimates, 1912-13.
LIBRARY AND BUILDING FORCE—continued.		
Two attendants, at \$600 each.....		\$1,200
NOTE.—The increasing work of the issue department and the importance of raising the quality of the service make necessary these positions.		
Six attendants, at \$540 each.....	\$3,240	3,240
Five attendants, at \$480 each.....	2,400	2,400
Collator.....	480	480
Two messengers, at \$480 each.....	960	
Three messengers, at \$480 each.....		1,440
NOTE.—The rapidly increasing work of delivering books to schools and stations and the collection of books not returned by borrowers make another messenger necessary.		
Ten pages, at \$360 each.....	3,600	3,600
Two janitors, at \$480 each.....	960	
Three janitors, at \$480 each.....		1,440
NOTE.—It is impossible to keep the building and books clean with the present janitor force.		
Engineer.....	1,080	1,200
NOTE.—The services of the intelligent man now holding this position are so valuable to the library as to justify the further increase recommended for the last four years.		
Fireman.....	720	720
Workman.....	600	600
Library guard.....	720	720
Two cloakroom attendants, at \$360 each.....	720	720
Six charwomen, at \$180 each.....	1,080	1,080
Total for salaries.....	40,940	\$5,600
SPECIAL SERVICES.		
For the employment of substitutes and other special and temporary service, at the discretion of the librarian.....	1,000	
For the employment of substitutes and other special and temporary service, including the conducting of stations in public-school buildings, playgrounds, and social settlements, at the discretion of the librarian.....		2,500
NOTE.—With a relatively small increase in this appropriation it would be possible to open a number of library stations in suburban schools and in the new playground buildings and to conduct stations in several social settlements. In this way library facilities could be extended to families not now reached.		
For keeping the library open 52 Sundays, 2 to 9 p. m.; 5 holidays, 9 a. m. to 9 p. m.; and for extra services on Saturday afternoons in July, August, and September.....	1,700	2,500
NOTE.—The present appropriation is not sufficient to provide for the home circulation of books on Sundays. This is regarded as desirable.		
BOOKS, BINDING, CONTINGENT EXPENSES, ETC.		
For purchase of books.....	7,500	15,000
NOTE.—The increase is required to meet demands caused by the increase in circulation, the need for extensive duplication, the demand for many technological books, the desirability of further extension of the system of circulation through the schools, the increased cost of books, and the need of extending the periodical list. An average of 6,000 volumes are worn out by use each year, costing at least \$6,000 simply to replace them.		
For binding.....	3,500	5,000
NOTE.—The present appropriation was fully \$1,500 too small to meet last year's requirements: in addition to using the entire appropriation for rebinding it was necessary to spend \$4,500 of the book appropriation for books bound new, of which sum one-third ought more properly to be charged against binding account.		
Hereafter the Commissioners of the District of Columbia are authorized to enter into contract or contracts for binding books for the Public Library for periods not exceeding three years, subject to annual appropriations of Congress, under such conditions and specifications as they may prescribe.		
NOTE.—It is believed that more favorable contracts can be secured by assuring continuous work to a contractor for a longer period than one year.		
For fuel, lighting, fitting up building, including lunch-room equipment, maintenance of motor cycle, and other contingent expenses.....	8,000	
For fuel, lighting, fitting up building, including lunch-room equipment, purchase and maintenance of motor cycles, and other contingent expenses.....		8,000
NOTE.—As the library's one motor cycle has been in use more than two years, it is frequently out of commission for repairs. The work of delivering books to the public schools, stations, etc., has grown to such proportions that at least two motor cycles are needed.		
For purchase and installation of 80-horsepower auxiliary boiler.....		2,000
NOTE.—The original plans of the building called for two 80-horsepower boilers, only one of which was installed. Emergencies arise when the one boiler is put out of use.		
Total for central library.....	62,640	\$1,100

Estimates for 1912-13—Continued.

	Appropriation, 1911-12.	Estimates, 1912-13.
TAKOMA PARK BRANCH LIBRARY.		
For maintenance, employment of branch librarian and assistants, substitutes, and other special and temporary services, extra services for Sundays and holidays, purchase of books, periodicals, binding, fuel, and other contingent expenses, the rates of compensation of all employees to be determined by the board of library trustees.	\$2,500	\$4,000
NOTE.—This appropriation was carried in the deficiency bill. It is sufficient only to run the branch for 7½ months. The terms of the Carnegie gift require a minimum annual maintenance of 10 per cent of the cost of the building—\$40,000. Even the estimated sum will probably not be sufficient to keep the branch open full hours. Better results can be secured by not subdividing the appropriation for maintenance. The following items are mentioned by way of illustration: Branch librarian, \$1,000; assistant, \$600; assistant, \$480; janitor, \$360; books, periodicals, and binding, \$1,000; fuel, lighting, and other contingent expense, \$560.		
For purchases of books (deficiency bill)	2,000
Grand total	67,140	95,160

SUMMARY OF ESTIMATED INCREASES.

New officers asked for:		
Chief, order division	\$1,200	
Chief, industrial division	1,200	
Chief, catalogue division	1,600	
Shelf lister	840	
Stenographer and typewriter	720	
Two assistants, at \$900 each	1,800	
Two assistants, at \$720 each	1,440	
Assistant	600	
Assistant	540	
Two attendants, at \$600 each	1,200	
Messenger	480	
Janitor	480	
		\$12,000
Increases of salaries asked for:		
Librarian	1,500	
Assistant librarian	300	
Chief, circulating department	300	
Children's librarian	200	
Librarian's secretary	100	
Reference librarian	200	
Engineer	120	
		2,720
Other increases asked for:		
Substitutes, etc.	1,500	
Sunday opening	800	
Purchase of books	7,500	
Binding	1,500	
Auxiliary boiler	2,500	
		13,800
Total increases		28,520
Takoma Park branch, net decrease		500
Net increases asked for		28,020

THEODORE W. NOYES.
President, Library Trustees.

THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

WASHINGTON, June 28, 1911.

GENTLEMEN: I have the honor to forward herewith the detailed estimates for maintaining the Free Public Library during the fiscal year 1913, unanimously adopted by the library trustees as representing the minimum needs of the library.

On May 24 the trustees appeared before the commissioners and presented arguments for the adoption by them as part of the esti-

mates of the District government for transmission to Congress the library budget herewith submitted.

As representatives of an educational agency, the extent and importance of whose work have never been recognized in any real, thorough-going, and substantial way by adequate financial support, we pointed out that the local public library was established but recently, as compared with the public libraries of most other municipalities; that it was started on a very narrow basis of support and that this basis had been kept too narrow for it ever to have a real chance so to develop that it would fully accomplish the work proper to a public library in a highly intelligent city like Washington. Started in a small way, its increases in appropriations have consisted for the most part of slight additions that would no doubt have been sufficient had the basic appropriation been adequate. Under the conditions that have actually existed, these increases have entirely failed so to strengthen the library force that it could handle effectively the rapidly enlarging library work, and as a result of inadequate pay and excess of work the library force has been annually depleted by resignations to the extent of 53 per cent of the entire force in the fiscal year 1907, 35 per cent in 1908, 28 per cent in 1909, 26 per cent in 1910, and 30 per cent thus far this year. Latterly the library appropriations have nearly ceased to increase, with the result that the library has been unable to enlarge its service to the public in response to demands and observed needs.

That the Public Library's appropriations have, relatively to the total appropriations for the District, been actually going backward is shown by the facts that our appropriation for 1910 of \$61,020 was but 0.56 per cent of the total appropriation of that year; that the appropriation for 1911 of \$61,140 was only 0.54 per cent of this year's total; and that the appropriation of \$67,140 for 1912 reduced the library's percentage of the total appropriation for the next fiscal year to 0.53 per cent. The sum of \$95,160 which we asked for in 1913 is but 0.75 per cent of the whole, should the appropriations for that year not exceed those for 1912 (\$12,544,291).

At the hearing granted to the library trustees we compared the expenditures of the local public library and those of other municipal libraries as given in the Census Bureau's statistics of cities, which show that in 1908 but 0.8 per cent of Washington's "general and special service expenses" were devoted to the Public Library as compared with an average of 1.4 per cent in other cities having 300,000 population or over. One of the commissioners expressed the opinion that local conditions render the Census Bureau's figures and the percentage calculations based thereon of doubtful applicability here and suggested that a table showing the per capita maintenance expenditures for municipal free public libraries would afford a fair comparison to which he would give serious consideration. I have the honor to submit such a table compiled from the published reports of municipal libraries or from figures secured by direct application. The table includes all municipal free public libraries of cities above 200,000 population. The expenditures in Washington and elsewhere include not only city appropriations, but funds from all other sources. Expenditures for land and buildings have been excluded. The figures are for 1910.

Per capita expenditures of American municipal libraries.

Cities.	Population, 1910.	Expenditures.	Per capita.
New York.....	4,766,883	\$1,454,119	\$0.304
Chicago.....	2,185,283	343,870	.157
Philadelphia.....	1,549,008	251,144	.162
St. Louis.....	687,029	195,251	.284
Boston.....	670,585	375,338	.559
Cleveland.....	560,663	320,835	.572
Baltimore.....	558,485	76,571	.137
Pittsburgh.....	533,905	287,024	.481
Detroit.....	465,766	96,337	.207
Buffalo.....	423,715	130,237	.326
San Francisco.....	416,912	82,036	.196
Milwaukee.....	373,857	109,280	.292
Cincinnati.....	364,463	156,971	.430
Newark.....	347,400	111,601	.321
New Orleans.....	330,075	37,750	.111
Washington.....	331,069	66,582	.201
Los Angeles.....	319,198	110,356	.345
Minneapolis.....	301,408	113,856	.377
Jersey City.....	267,779	46,031	.17
Kansas City.....	248,381	57,360	.23
Seattle.....	237,194	109,892	.463
Indianapolis.....	233,650	58,793	.251
Providence.....	224,326	53,685	.234
Louisville.....	223,928	66,191	.295
St. Paul.....	214,744	59,434	.276
Denver.....	213,381	47,337	.221
Portland.....	207,214	60,012	.283
Totals and average.....	17,265,370	\$4,865,893	.289

¹ New York Public Library, \$372,836; Brooklyn Public Library, \$457,383; Queens Borough Public Library, \$123,900.

² City also contains other free reference libraries.

³ Has two large endowed free reference libraries.

⁴ Consists practically of a system of branch libraries.

⁵ Carnegie Library of Pittsburgh, \$232,076; Carnegie Library of Allegheny, \$24,948.

⁶ Buffalo Public Library, \$112,862; Grosvenor Library (city appropriation), \$26,375.

The foregoing table shows that out of 26 cities above 200,000 in population (other than Washington) 20 have higher per capita expenditures for public libraries than Washington. At a low estimate of 2 per cent annual increase in population, Washington will have a population of 351,230 in 1913. The desired appropriation of \$95,120 for that year would be but \$0.271 per capita. There are 15 of the cities in the foregoing table that in 1910 spent above that amount per capita for public libraries. Cleveland and Boston each had more than double that per capita expenditure. Among the cities having less than 200,000 and more than 100,000 population that spent more than 27 cents per capita for public libraries in 1910 were the following: Oakland, \$0.416; Worcester, \$0.38; Syracuse, \$0.303; Grand Rapids, \$0.368; Cambridge, \$0.285; and Spokane, \$0.306. Of cities having less than 100,000 population and spending more than 27 cents per capita for libraries, the following have been noted: Tacoma, \$0.31; St. Joseph, \$0.29; Haverhill, \$0.437; Somerville, \$0.28; Springfield, Mass., \$0.519; and Brookline, \$0.84.

The library trustees recognize the power and the responsibility of the commissioners to take note of the total of the library estimates in connection with the entire estimates for the District government. We admit, also, that in seeking to have our appropriations increased from \$67,140 to \$95,160, if our estimates are considered simply on the basis of proportionate increase, they are somewhat large. We maintain, however, that they are proportionately large solely because our basic figures have always been and are now dis-

proportionately small. Could we once get our basic appropriation properly established, which would be accomplished by the full appropriation of the estimates forwarded herewith, thereafter our estimates would only need to call for gradual increases.

From every other viewpoint our total estimates and the increases we ask are small. When it is considered that our estimates are designed to furnish the sole maintenance of one arm of the educational system of the District, our entire estimates of \$95,160 will be seen to form a very insignificant part of the District budget. The foregoing table also shows that both the proposed total and the proposed per capita library expenditures are reasonable as compared with those of other progressive cities.

We take it for granted that the commissioners believe that Washington should have as good free public library facilities as other progressive cities. If the commissioners find that in the foregoing we have made out our case we have no doubt that they will forward the library estimates to Congress intact. If they are convinced in all other particulars except as respects the proportionate increase of the library estimates in comparison with those of other District offices, we then respectfully urge that an exception may this year be made in the case of the Free Public Library, in order to afford us an opportunity at least once to present our case before Congress in its entirety.

Respectfully submitted on behalf of the board.

THEODORE W. NOYES,
President, Library Trustees.

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA.

REPORT OF THE LIBRARIAN.

WASHINGTON, *August 1, 1911.*

GENTLEMEN: I have the honor to submit my report on the operation of the Free Public Library during the fiscal year ended June 30, 1911, covering the seventh year of my service as public librarian here.

Inasmuch as there has been no appreciable enlargement of the library appropriations for the past four years, it is not surprising that the former rapidly growing statistics of home circulation and other figures indicative of the constantly enlarging use of the library should have given place for the last two years to practically stationary figures. This undoubtedly means that the library has not been able to any marked degree to enlarge and extend its service to the public, or at least to a larger portion of the public, in response to demands and observed needs. It does not mean, however, that the library has stagnated, that it has not been increasing in educational efficiency, or that it does not each year render the public more valuable if not much more extensive service. Since the library has during the present period of practically stationary appropriations been forced to limit the extensiveness of its work, increasing emphasis has been placed on the greatest possible aid to the individual reader and on heightening the efficiency of the existing work. A virtue has therefore been made of necessity. If the library could not from lack of branches and other agencies, such as are maintained by most other municipal libraries, give all the citizens of the District full public library facilities, it has at least striven to give to those persons who have been able to come to the single central building the most sympathetic and skillful assistance and the largest and most useful facilities for reading and study at its disposal. That these efforts have been reasonably successful this report will aim to show.

SUMMARY OF THE YEAR'S WORK.

The book collection grew from 121,077 volumes to 132,837 volumes. The home circulation was 601,717 volumes, a decrease of 1,344 volumes. In addition 42,080 mounted pictures were circulated. The registered borrowers number 50,424. Among the salient features in the past year's work the following may be mentioned:

1. The beginning of transferring from the National Library to the Public Library of surplus books received as copyright deposits. (Sec. 59, new copyright law.)

2. A further reduction in the percentage of fiction circulated from 62 to 60, making the total reduction in fiction circulated during 7 years 24 per cent.

3. A further improvement in the general reference work through cooperation with high-school librarians.

4. A marked increase in all branches of the work of the technology department.

5. The placing of the school work of the library under a trained supervisor, with resulting improvement in quality and increase in quantity of this work.

6. The maintenance of monthly story hours in the library lecture hall and the telling of stories in certain schools.

7. The establishment of a system of home libraries through cooperation with the Associated Charities.

8. The conducting of library stations in the playgrounds and in one or two schools by library employees.

9. Experimental house to house delivery of books in one section of the District.

10. The transfer of books in tactile print from the Library of Congress to this library and the conducting of readings and musicals for the blind here.

REGISTRATION—HOME CIRCULATION—STATIONS.

Of the 50,424 persons holding borrowers' cards at the end of the year, 14,389 were registered during the year. This number included 10,248 adults, 3,395 children, and 746 persons at the stations (chiefly children). Ten-book cards were issued to 503 teachers; 1,166 such cards are now in force. Privilege or student cards were issued to 98 persons, and 91 strangers gained library privileges by depositing \$5 each. An analysis of the adult registration shows that 43 per cent are men and 57 per cent women.

The home circulation of 601,717 volumes was distributed by the following agencies: Five hundred and forty-two thousand eight hundred and fifty-nine volumes from the central library (423,590 adult department and 119,269 children's room); 21,929 volumes from deposit stations; 34,342 volumes from high and grammar schools; 2,240 volumes from playgrounds, home libraries, and by house to house delivery, and 365 volumes from the department for the blind. (For details of registration, circulation, information bureau, etc., see pp. 30-35.)

The deposit stations and similar agencies conducted by volunteers were reduced to eight. The books circulated by them decreased by 2,943 volumes. The Young Men's Christian Association circulated 52 per cent of all station circulation. Frequent deliveries by motor cycle of books to the stations and the high schools proved advantageous in keeping the stations supplied with fresh books and by withdrawing books no longer in demand and books in need of binding. It has not been possible to establish a station or branch at the District Building, but daily deliveries and collections are made, through the office of the secretary of the commissioners, of books wanted by District employees, a service that is appreciated by District officers who need books for official use and by employees who thereby secure books for recreational reading. (For reports of the volunteer librarians of the Young Men's Christian Association and other stations, see pp. 35-38.)

REDUCED FICTION CIRCULATION—DUPLICATE PAY COLLECTION.

In common with many other libraries this library has for several years maintained a duplicate pay collection in order to meet the demands for new fiction without undue drain upon the book fund. This plan has met with general satisfaction. However, the last two years the expenditures for this collection have been falling off and the receipts have not quite equaled the expenditures. The past year the investment was: For books, \$736.22; for current periodicals, \$181.45; and for binding, \$244.47; total, \$1,162.41. The receipts were \$1,101.25. The total circulation of fiction in 1909-10 was more than 9,000 volumes smaller than in 1908-9, and in the year under review 26,728 fewer novels were circulated than during the previous year. Moreover, the purchases of fiction during the last two or three years have been more largely of old and standard titles than of modern novels. The smaller demands upon the duplicate collection are in part due to the increasingly higher standard exacted of fiction included in this collection and in part to the maintenance in the city of a number of commercial circulating libraries, but also in part, it is believed, to the shifting taste of many readers from a diet composed almost exclusively of new fiction to one including other forms of literature.

These experiences and observed tendencies raise the question as to whether the library should not abolish the duplicate pay collection. The library welcomes the relief afforded by the maintenance of commercial circulating libraries. Should the demands on the duplicate pay collection continue to fall off, good business would dictate the closing up of this venture. It would be easily possible to make it an entire commercial success by including lower-grade titles; but the policy of the library has never been to lower its standards for the sake of the commercial success of the collection. It is believed that persons who never read anything but new fiction and who insist on having a grade of fiction not stocked by the Public Library have already transferred their patronage to the commercial libraries. There are, however, many other readers who still rely upon the Public Library to supply them with the best literature of all classes, including the best new fiction. The library's book fund is not yet sufficiently ample, however, to meet these demands for new fiction without the cooperation afforded by the rental feature. It would be a mistake not to supply the best new fiction, for it has been observed that many readers who formerly confined their reading almost exclusively to new fiction have gradually been led to widen it so as to include many other forms of literature. To fail to supply new fiction would mean the alienation of such readers and the loss of the opportunity of influencing their reading and perhaps also that of their children. The best new novels should also be supplied, because there is just as good workmanship in them as in other forms of current literature and because they are sought by readers of culture as well as by the more indiscriminating readers, for whom they serve, in part, as stepping stones to more diversified reading.

THE REFERENCE DEPARTMENT.

In accordance with the suggestion contained in the report of last year, the figures of attendance in the general reading room are no

longer kept. The attendance is so large and the reference librarian so fully occupied in meeting the wants of readers that the figures have always been incomplete, and even so required a disproportionately large amount of time to record. Judging by the number of books brought to the room for readers, the work of the department has increased 12 per cent over the preceding year. The Sunday use of the room is large, and much serious reading and study is done, in large part by persons who are not seen at the library on week days. It is believed that this library is the only one in the District open on Saturday afternoons and evenings in July, August, and September; and these are very busy times in the reading room. The reference collection has been strengthened by procuring, as published, all the important reference books and by securing copies of the manuscript bibliographies prepared for current use by the Library of Congress and the Bureau of Education. The set of Geological Survey maps, arranged in shallow drawers, is much used. It is believed to be the only set in the District available to the public evenings. By transfers from the Library of Congress this library maintains in its reference room copies of the next to the last directories of 70 of the most important American cities. The collection of clippings of Washington affairs is kept up to date and is much used, especially by newspaper men. The same is true of the collection of clippings, leaflets, and pamphlets on miscellaneous affairs. In view of the great utility of this class of material, when well organized, it is designed to broaden the scope of this collection. The reference department prepared a comprehensive bibliography of printed material relating to the principal artists represented in the biennial exhibition of contemporary American art at the Corcoran Gallery last winter. This list was much used by artists and other students. Many other brief bibliographies were compiled in response to requests. These incidents all indicate a steady increase in the quality of the work done by readers in this department. The reference collection of pedagogical works is kept up to date by duplicating for it the most important current publications on educational affairs. Through the cooperation of the librarians of the high schools, the reference work for high school pupils was greatly improved in the directions both of enabling the library to provide in advance better material for pupils who come to the library and by supplying better material for use at the schools. During the summer months, as heretofore, an exhibition of travel pamphlets published by railway and steamship companies has been maintained. This collection is largely used by readers in making plans for vacations. (For reference department report, see pp. 38-40.)

THE INDUSTRIAL DEPARTMENT.

The fourth full year of the maintenance separately of the industrial department has shown its steadily increasing utility. The collection has been enlarged by 1,450 volumes, in addition to trade catalogues and periodicals. The limitation of the size of the room, which holds only about 7,500 volumes, serves to restrict the collection to live material. As new books come in older works are removed to the stacks or withdrawn altogether. The reclassification of the *oks* and the making of the separate card catalogue of the collec-

tion for the room have been completed. The reference work of the department is not represented by any statistics but is perhaps more important and extensive than the work that is shown by home circulation records. The circulation of books contained in this department increased 24 per cent over the previous year's record. The gains of the three previous years were successively 33½ per cent, 39 per cent, and 31 per cent over the records of the next preceding years. Much of the publicity work of the library, directed toward attracting a constantly enlarging constituency, was in the interest of advertising the resources and service of this department. Libraries have long been devoted so predominantly to general literature and the so-called humanistic subjects that it takes time, effort, ingenuity, and printer's ink to make it fully known that this library (in common with several of the more important public libraries) is well supplied with the best and most recent literature on the practical affairs of life, including business, advertising, accountancy, engineering, house building, plumbing, illumination, paving, gardening, printing, and trades and occupations generally. (For report of the industrial department see pp. 40-42.)

CHILDREN'S DEPARTMENT AND SCHOOL WORK.

The new quarters of the children's department on the second floor have proved very satisfactory. In addition to the large and pleasant children's room the department has an adjoining suite of offices for the children's librarian and the supervisor of school work, and for the separate display of books for primary teachers, model collections, etc. The overflow of the school duplicate collection is conveniently kept in the adjoining book stacks.

The circulation of books from the children's room has shown some slight growth (115,911 volumes in 1909-10 and 119,269 volumes in the past year). The book stock has been enlarged and the selections have been made with great care. There has been an improvement in the quantity and quality of the reference work, in the advice to parents and teachers concerning the reading of their children, the preparation of book lists and in organized story telling. In order to make up in some slight degree, even before branch libraries are built, for the fact that a very small portion of the children of the District are able to come to the single central library, further efforts have been put forth in the direction of extension work. The collection of school duplicates has been increased to 3,000 volumes, from which there was a home circulation of 31,927 volumes. This work has been not only enlarged, but rendered much more effective through the direction of a trained and experienced supervisor. A beginning has been made at sending out home libraries by cooperation with the Associated Charities. The playground libraries have been more effectively administered by library assistants. Books have been sent to vacation homes for working girls, and an experiment was begun in making house to house deliveries of books to a remote suburb.

The collection of school duplicates is still far too small to meet demands and should be increased as rapidly as possible. The transportation of books has been simplified by their delivery and collection in the case of suburban schools by a local transfer company. Books for the near-by schools continue to be handled by the motor cycle. The

educational bulletin published monthly throughout the school year continues to answer the useful purpose of bringing the resources of the library and its service to the attention of teachers. Other printed matter that has helped in this direction has included reprints of the graded lists, lists of vacation reading compiled in cooperation with school officers and individual multigraphed letters sent to high school pupils on graduation, urging them to use the library after leaving school. Most useful of all have been the visits of the supervisor of school work to the schools for the purpose of personal conferences with teachers and talks to the children.

The publication a year ago of a pamphlet describing the work of the library for the children of Washington made mention of the home libraries previously conducted, and pointed out the need for further work in this direction. This brought a prompt offer from the Associated Charities to cooperate in this enterprise by inducing volunteer visitors interested in social work to take charge of these libraries. The plan involves the sending of a collection of about 20 volumes to a home where it is used by one or several families. By this plan, to the influence of the books is added the friendly counsel of the visitor. There were 18 such libraries sent out.

The brief experiment of making a house to house delivery of books to families in Tenleytown was especially interesting. Mrs. Louis W. Austin contributed money for the hiring of an automobile, by means of which the children's librarian was able to make three or four trips. The results were such as to make it desirable to extend the plan to other remote suburbs. In view of the funds needed, the experiment must, it is feared, be considered interesting rather than practicable, at least for the present. (For reports of the children's librarian, see pp. 42-46): for that of the supervisor of work with schools, see pp. 44-46.)

TAKOMA PARK BRANCH—OTHER BRANCHES NEEDED.

The building for the Takoma Park branch approaches completion and it is expected to open the branch about the middle of November. The deficiency appropriation bill contained an item of \$2,000 for the purchase of books for the first stocking of the branch and \$2,500 for its maintenance the first year. As the latter sum is but seven-twelfths of \$4,000 (the annual maintenance sum needed to fulfill the requirement of Mr. Carnegie to spend each year one-tenth of the cost of the building), even if the building should be completed earlier, it would be unjustifiable to attempt to conduct the branch more than seven-twelfths of the present fiscal year. The current needs of the branch, no less than the pledge to Mr. Carnegie, require that the appropriation for the next full year be \$4,000. In addition to the books secured from the item of \$2,000 and a proportionate part of the appropriation for maintenance, it will be possible to turn over a considerable number of books, chiefly transfers from the Library of Congress, that have been accumulated in prospect of the establishment of branches, as well as certain surplus copies from the permanent collection of the main library. From these combined sources it is hoped to open the branch with a good working collection.

The establishment of this branch has increased the work of the book order and catalogue departments of the main library. In view of the inadequacy of the central library staff at these and other points, appropriations should be secured for strengthening it before more branch libraries are built. Meantime, however, other cities smaller than Washington are establishing branch libraries. Witness Minneapolis with 12, Indianapolis with 7, Louisville with 5, Seattle with 6, and Springfield, Mass., and St. Joseph, Mo., with 2 each. It is believed that the home circulation of this library is disproportionately small for a registration of over 50,000 persons. This is not due to any lack of interest on the part of the readers, who are exceptionally intelligent, nor to any failure on the part of the library to give good service to those who come, but is due to the fact that the central building is remote from the homes of a large portion of its readers. Out of 65,000 children in Washington between the ages of 5 and 17 but 10,000 are registered as library users. These 10,000 children draw out about 155,000 volumes (119,000 from the central library and the rest from the schools)—that is, about 25 per cent of the whole circulation. With a system of branches distributed throughout the city within easy reach of all homes it would be possible to enroll as library users a very large proportion of the population and especially of the children of school age, and both those who are now enrolled and those who would then be enrolled would use a very much larger number of books per capita than is now practicable, in view of the remoteness of the central library from the homes of most readers.

Even with the present lack of legal authority to proceed with the building of the other Carnegie branches, with a moderate increase in appropriation for employment of assistants it would be possible to increase the number of library stations and to conduct them efficiently by paid employees. Authority for the maintenance of such stations in schoolhouses could no doubt be secured from the board of education. In this connection it is desirable that steps be taken to have new school buildings now being erected, or at least certain of them in various parts of the city, provided with special library rooms with outside entrances. Until the Carnegie buildings are erected, branches could be conducted in such schoolhouses and after that they would serve as sub-branches.

DEPARTMENT FOR THE BLIND.

As announced in the report of a year ago, the department for the blind, maintained for many years at the Library of Congress, was transferred in October, 1910, to the Public Library. The change involved the transfer of 1,409 volumes of embossed books, representing 912 titles, together with a collection of embossed music and current periodicals and letterpress periodicals devoted to the interests of the blind. From the Census Bureau was secured a list of names and addresses of blind persons in the District of Columbia, found at the taking of the Thirteenth Census. This list, when combined with the list of names already in hand, some of which were not found by the census enumerators, showed 360 blind persons in the District. Curiously, the entire circulation of books for the blind

during the last fiscal year numbers 365 volumes. The semiweekly readings and entertainments given during the year consisted of the following: Ten literary and 7 dramatic readings, 12 lectures, and 32 musical recitals, with a total attendance of 809 blind and 6,416 persons not blind. Another season it is hoped to provide for the blind users of the library a larger proportion of informational lectures, perhaps by inducing them to attend the regular lectures provided in the library hall. With the fuller organization of the Boy Scouts of America in the District, it has been suggested that it may be possible to secure the service of scouts as guides to blind persons attending lectures or coming to the library for books. Books for the blind are sent by motor cycles to two institutions. In other cases, where the readers are unable to call for them, they are sent by mail under frank. A large and pleasant room on the basement floor, formerly occupied as a children's room, has been assigned to the department for the blind. Miss Esther J. Giffin, who has always had charge of this work at the Library of Congress, has been on the pay roll of that institution during the year under review. Beginning July 1, provision for carrying on this work was transferred to the Public Library appropriation, and Miss Giffin continues in charge. Her detailed report, printed elsewhere (pp. 48-49), contains the list of persons who have supplied the lectures, readings, and music. Cordial acknowledgment is extended to them, as well as to Messrs. E. F. Droop & Sons Co. for the loan of a piano for use in the entertainments.

LECTURE HALL AND STUDY ROOM USE.

In addition to the lectures, readings, and entertainments specifically provided for the blind and held partly in the lecture room and partly in the reading room for the blind, the lecture room had moderate use by organizations conducting free public lectures and the study rooms have been in constant use by small societies meeting for study and discussion. Fifteen organizations held 50 public meetings (chiefly in the lecture hall) with a total recorded attendance of 3,985. These figures are incomplete as the attendance was in some cases not kept. Fourteen organizations held 209 meetings in the study rooms. On some days two or more meetings were in progress at the same time. As many as seven meetings have been held on the same day. No attendance figures were kept. Elsewhere in this report (pp. 67-68) will be found the newly adopted rules governing the use of the lecture hall and study rooms. (For lists of organizations holding meetings, see pp. 50-51.)

Except in the case of the provision for the blind and the story hours for children, the library has no part in conducting meetings held in its lecture hall and study rooms. All such meetings are held under the auspices of organizations. The library has no fund for employing lecturers. In view of the large and interested audiences who attend such excellent courses as those provided by the Washington Society of the Fine Arts it is believed that it would be easily possible to secure large audiences several evenings a week if good courses could be provided on other subjects. Even without a fund for the employment of lecturers it might be possible through the cooperation of the local universities to provide courses of university extension lectures.

The lecture hall and the study club are susceptible of fuller use in the development of the work of the library than have ever been made of them, so far as is known. What are needed are series of lecture courses on all sorts of subjects, giving enough of subject matter to inform hearers and hold their interest. The main purpose of such library lectures, however, should be to lead the auditors to discriminating reading of the books contained in the library. To make such a plan successful there should be a study club organizer who would aid groups of readers who had listened to the lectures to follow up lines of reading suggested by them. Much of the present best considered reading is done by members of voluntary study clubs. It is believed that there are large numbers of persons in every community at present not belonging to any study organization who could be easily organized into clubs conducted by a public library. By means of such organization and direction by a tactful club organizer much of the present miscellaneous and purposeless reading could be replaced by systematic reading. Such gratifying results in improved reading are secured by the use of open shelves, by the printing of special lists and by the personal suggestions of the information desk assistants, that a further organization and development of methods for giving guidance in reading and study would most surely be welcomed by readers and would produce excellent reading. These suggestions are thrown out not as something that the library is now able to adopt but as hints of a plan worthy of adoption when means are afforded.

THE PICTURE COLLECTION AND EXHIBITIONS.

The collection of mounted pictures has grown so large that it nearly fills seven four-drawer vertical filing cabinets. Material added during the year has included, in addition to the usual clippings from magazines and pamphlets, a quantity of inexpensive reproductions of old masters and post-card pictures of artists and their work, of musicians and historical personages, purchased by the librarian last summer in Munich. An interesting collection of early prints of views of Washington was also purchased. This material is each year used by an increasing number of persons, schools, clubs, and newspapers. The resources of the picture collection and its utility in teaching were well illustrated by the exhibition of historical material shown in connection with the sessions of the History Teachers Association of the Middle States and Maryland, held on March 10 and 11, in the lecture hall. Of the six valuable lectures given in the library hall under the auspices of the Washington Society of the Fine Arts five were accompanied by coordinate exhibitions arranged in the room adjoining the lecture hall. The bird arrival bulletins, based on data furnished every spring for several years by the United States Biological Survey, were displayed as usual. (For reports on picture collection and exhibitions, see pp. 47-48.)

ACQUISITION OF BOOKS—COPYRIGHT TRANSFERS.

The book stock was increased from 121,077 volumes to 132,837 volumes. The accessions numbered 17,558 volumes, the withdrawals 5,794 volumes, and 32 volumes previously counted as withdrawn were restored to the records. The new accessions were acquired as follows: Purchases, 10,625 volumes; copyrighted books transferred (sec. 59,

copyright law) from the Library of Congress, 5,394 volumes; miscellaneous gifts, 1,224 volumes; and serials bound, 315 volumes.

The books purchased cost \$9,778.56, a smaller sum than the library has expended for books for several years. The total accessions were the largest in the history of the library. Comment on these two closely related facts is appropriate here. The increase in the accession figures was due to the receipt of a relatively large number of copyright transfers from the Library of Congress. These transfers have included books selected from the residue after the Library of Congress had made its own selections from the books received as copyright deposits. For the purpose of these transfers the Public Library is considered a Government library and has been invited to share with the department and bureau libraries in the books not needed by the Library of Congress. The Library of Congress naturally retains both copyright deposit copies of most books of history, economics, politics, law, biography, and allied subjects. The surplus copies of books in certain other classes are taken by Government bureau libraries; e. g., much of technology by the Bureau of Standards, and much of pedagogy by the Bureau of Education, etc. To the Public Library is offered its choice of the surplus books in general literature (including foreign languages), philosophy, religion, some biography and travel, and other miscellaneous subjects. From this source the Public Library has secured a considerable number of books that it would otherwise have felt obliged to buy; in some cases the books so secured have been taken as desirable duplicates; many of the books thus taken have, on the other hand, not been considered of sufficient value so that they would have been purchased, though possessing enough interest to make them acceptable when secured without cost.

The books available for transfer consist at present of current publications and an accumulation of older works. Another year will probably see the completion of the examination and transfer of the older publications, after which the number of books received by copyright transfer will be much smaller than the figures here reported.

It is appropriate that this report should include a statement of the benefit derived by this library from the operation of the law authorizing these transfers. It is also important that undue weight should not be attached to this means of securing books for the library, especially not to the point of concluding that the library does not need more money for the purchase of books than it has ever had. The facts are that only to a comparatively small degree does the receipt of these copyright transfers save the book fund, as most of the books so received are supplemental in character; that is, many of them would either not be bought at all or are used as duplicates that otherwise might not be bought. Many of the books most imperatively needed by the Public Library are also so much needed at the Library of Congress that both of the copyright deposit copies are retained there. Of books most in demand at the Public Library it is necessary to have a large number of duplicates, sometimes as high as 50 copies or more.

All funds available for book purchases last year were spent without fully meeting the needs of the school-duplicate collection and other extension agencies. In view of the present inadequacy of the cataloguing force, the new accessions were larger than could be ex-

peditionously handled and promptly placed in circulation. As a result it was necessary to store about 3,000 volumes until the force could be enlarged. Naturally the books selected for storage were the less valuable of the copyright transfers. A record is kept of each volume stored, so that it may be drawn into use whenever needed. (For report of book-order department, see pp. 51-52.)

GIFTS, TRANSFERS, AND AUTOGRAPHS—DISCARDS.

Elsewhere in this report (p. 59) will be found a numerical record of the books and other publications received by gift and by transfer. In addition to the copyright deposit transfers, elsewhere mentioned, the library also received from the Library of Congress 967 bound and 4 unbound volumes and 563 magazines, all selected material. The receipt of 585 volumes from the Evening Star Newspaper Co. is also worthy of special mention. Mr. John T. Loomis continues to contribute many interesting local publications, particularly pamphlets. Mr. George Iles, of New York, has added during the year 27 bound volumes and 2 pamphlets to his earlier gifts of autographed books. Among the autographs in the volumes thus received are those of Elihu Vedder, John Burroughs, George J. Holyoake, George Henry Lewis, Rossiter Johnson, Titus Munson Coan, J. N. Larned, Henry Abbey, Tudor Jenks, and Elbert Hubbard.

In addition to the District institutions to which worn-out books have been sent in earlier years, similar material has the past year been forwarded to the workhouse at Occoquan. Certain unnecessary duplicates have been transferred to the Carnegie Library of Howard University.

PERIODICALS.

The library receives regularly 746 magazines and newspapers; of these, 229 are duplicates for circulation, so that 517 separate titles are checked and filed. For these subscriptions there was expended \$1,162.48. The expenditure of \$69.97 for society memberships was chiefly to secure their official organs at the most favorable rates. As in former years, periodical subscriptions have been secured in part from the Henry Pastor and Woman's Anthropological Society funds. Of the periodicals received, 203 came as gifts (for the most part technological) from publishers. The local newspapers furnish copies of their journals for binding. The library now receives (chiefly as gifts) 33 different magazines and newspapers published in the District of Columbia, other than Government publications. The Bureau of Education continues to turn over to the library a number of periodicals received by that office. The Library of Congress has also made arrangements to turn over the second copies of certain periodicals received as copyright deposits. As usual many volumes of periodicals have been completed by duplicates received from the Library of Congress. (For report of periodicals division and lists of gifts, see pp. 55-59.)

CATALOGUE DEPARTMENT.

The report of the head cataloguer shows that 13,044 volumes were catalogued and 14,852 volumes were shelf listed. Although the force of the department has remained unchanged, these figures are

about 12 per cent larger than those of the previous year. The new titles catalogued numbered 5,098, an increase of 40 per cent over the previous year. But the increased output of the department was not sufficient to classify, shelf list, catalogue, and otherwise prepare for circulation the large accessions of the year, so that it was necessary to store about 3,000 volumes, chiefly copyright transfers received from the Library of Congress. The catalogue force has filed in the depository catalogue 45,500 cards from the National Library (the largest number ever received) and has completed the exceedingly useful separate catalogue of the technological department. This task has involved not only the copying of a large number of cards, but considerable reclassification. The unfinished condition of the expansive classification in use in this library continues to be a great hindrance to rapid and effective classification and cataloguing. The work of classification could probably be done in half the time now expended if the library were using a classification fully and harmoniously worked out and supplied with a complete index. The catalogue has been improved in usefulness by the insertion of many guide cards and by the introduction of the chronological arrangement of subjects that lend themselves to such subdivision. The multigraph is now in regular use for duplicating catalogue cards for books not covered by Library of Congress cards. It has been found economical to duplicate cards where six or more copies are wanted and where the entry is somewhat extended. The economy has come through the use of a low-paid assistant to run the multigraph and in the decrease in the work of revision. A very great saving of time has been effected by the use of the multigraph for printing book cards for duplicate fiction, juveniles, school duplicates, etc. (For report of catalogue department, including inventory record, see pp. 52-53.)

BINDING AND REPAIR WORK.

It was again found necessary to supplement the congressional appropriation of \$3,500 for binding to the extent of \$753, taken from the desk fund, ordinarily devoted solely to book purchases. But even this is not the whole story as to the insufficiency of the binding appropriation. During the year not less than \$4,500 was expended for books rebound when purchased. At least one-third of this investment was more properly chargeable to binding appropriation, for had these books been bought in publishers' bindings they would all shortly have required rebinding at a cost of not less than \$1,500. Even with the draft on the desk fund for binding it was not possible to keep the work as closely up to date as is required to secure the maximum efficiency of every volume possessed by the library, by binding every book as soon as it needs rebinding. It is believed that the library has a very favorable binding contract and that the books are so well bound as to secure the maximum use. In fact, a recent comparison of the figures of circulation of books bound by the library's contractor with those of another library binder of high reputation (and higher prices) showed an average in excess of 20 per cent greater wear for books bound in the library's bindery. The plan of having the library binding done by contract in the building, under the eye of the supervisor of binding, continues to be a satisfactory arrangement. (For report of the supervisor of binding, see pp. 54-55.)

PRINTING, PUBLICATIONS, AND PUBLICITY.

The publication of the monthly bulletin and of the educational bulletin has been continued regularly. The most important other letter press publications have been a pamphlet describing the work of the Public Library with the children of Washington, the graded lists for children (reprinted), and an attractive list of books to be read by graduates of the grammar schools as a preparation for the work of the high school. New book lists have appeared each week in the Saturday Evening Star. A successful experiment has been tried of printing lists of books and magazine articles on sports in the pink sporting sheet of the Sunday Star. With a recent revival of the publication of the Washington Journal, lists of German books have been furnished to it for publication. Subject lists are also frequently published in the Trades Unionist. An increasing number of brief lists on all sorts of subjects have been printed by the multi-graph. Thousands of such lists have been distributed. Multigraph letters of invitation to use library facilities and inclosing multi-graph lists or copies of the bulletin have been mailed to many persons whose names were found in the directory of the Washington Academy of Science and Affiliated Societies, the Washington Society of Engineers, and lists covering persons engaged in various industries. The library also prepared the copy for the lists of "Practical books for practical boys" and "Books for home builders" and arranged with two large manufacturers for their printing in attractive pamphlet form as advertisements. About 25 other public libraries joined with this library in distributing about 40,000 copies of each of these lists. The library not uncommonly when it receives from book publishers attractive lists of books on special subjects arranges for editions with the library imprint for distribution.

LIBRARY STAFF AND APPRENTICE CLASS.

The report of a year ago indicated that the high percentage of resignations from the staff that had prevailed for a number of years was gradually being reduced—that is, from 53 per cent in 1907 to 26 per cent in 1910. During the past year, however, the losses were 22 persons (11 assistants, 8 messengers and pages, and 3 charwomen), out of the total regular staff of 66, or 33½ per cent. Among those to leave the library service were its energetic and capable assistant librarian, Mr. Joseph L. Wheeler, who left to become librarian of the Free Public Library of Jacksonville, Fla., Miss M. K. Guilford, the librarian's secretary, Misses Mary E. Schick, Frances Moore, Louise P. Latimer, and Mabel Archibald. It is a satisfaction to know that most of the professional workers who have left the library staff have gone to better-paid positions or to secure further professional training in library schools. Four of those who left, all graduates of the library's own apprentice class, went to take courses in library schools.

The vacancy in the position of assistant librarian was filled by the appointment of Mr. C. Seymour Thompson, who came with seven years' experience in the Brooklyn Public Library, where he was chief of the traveling libraries department.

Representation of the library at library meetings, other than those of the District of Columbia Library Association, which regularly meets at the library, has been confined to the attendance of the librarian at the midwinter meeting of the council of the American Library Association in Chicago during January.

The librarian lectured on the work of the library in the winter course of the Catholic University of America. In May, on invitation of the Richmond (Va.) Educational Association, he addressed a public meeting in that city in the interest of a campaign for the establishment of a municipal public library there.

To the library's seventh annual apprentice class 11 persons were admitted on examination. Four of these have already been appointed to permanent positions and several others to temporary positions on the library staff. The opening of the Takoma Park branch in November will create vacancies that will be filled by still other members of this class. The apprentice course has been enriched by lectures given by several outside speakers. The last year's class, like the sixth class, urged the extension of the course and it is planned to lengthen it the coming year from six to seven months. It will be broadened in scope and higher qualifications will be required for entrance. Such an apprentice class as ours bears much the same relation to the public-library system that the city normal schools bear to the public-school system. Locally, however, there is this important difference, that whereas the normal schools of the District are conducted by separate corps of teachers, specifically provided by appropriations, the instruction of the library's training class is maintained as an additional burden by the heads of the departments of the library service. Most of the large American municipal public libraries have found it necessary to maintain such apprentice classes and in several of them this instructional work is carried on by at least one person who devotes full time thereto. Certain other cities are fortunately situated in that they have been able to contract with neighborhood library schools to carry on such apprentice classes.

In spite of the disproportionately large number of losses from the staff each year it is believed that the general efficiency is not only maintained but gradually increased. This is done by insisting upon first-rate standards of general education and personal qualifications of all appointees, by constantly improving the apprentice course, the taking of which is required of all candidates for junior positions, and the requiring of professional training in library schools or long and successful experience as prerequisites for appointment or promotion to the more responsible positions on the staff. (For report on apprentice class, see p. 55.)

BUILDING NOTES.

Improvements in the building during the past year have included the repainting in light tints of the walls and ceiling in the main lobby or circulation department, with resulting improvements in appearance and illumination. Two large storerooms have been built in the basement space marked in the original plans as a bicycle room. The system of thermostatic control of the heating and ventilating system installed last year has proved a success, or at least has made it

easier to keep the building warm in winter. Fuel cost is smaller with the entire building well heated than it was a few years ago when several rooms were still practically unused. This result has of course in part come from the skill and careful attention of the engineer. It is customary toward the close of each fiscal year to make as many improvements in the building as may be secured from the balance of the contingent fund remaining after providing for essential running expenses. As the building grows older each year's expenses for repairs and improvements are heavier. There is need for much repainting, both outside and inside the building, and the marble needs scouring. The original plans of the building called for two 80-horsepower boilers, but for the sake of economy only one was installed. In order to provide against breakdowns the second one should be put in, but that will require a special appropriation.

ESTIMATES FOR RUNNING EXPENSES.

The estimates for library maintenance for the fiscal year 1913 have already been adopted by the trustees and forwarded to the commissioners. In accordance with law they are regularly arranged in the order of current appropriation acts and are so printed in the trustees' report, pages 7-8. The section of the District appropriation bill covering the library is a result of gradual accretions. It does not, therefore, represent the most organic arrangement nor is it always worded in the best descriptive terminology. As a matter of record as well as in the hope of ultimate substitution for the present legislation, the estimates rearranged in logical order by subdivisions of service are set forth as follows:

Estimates (arranged in logical order).	Appropriation, 1911-12.	Estimates, 1912-13.
SALARIES OF EMPLOYEES.		
Administration:		
Librarian	\$3,500	\$5,000
Assistant librarian	1,500	1,800
Librarian's secretary	900	1,000
Stenographer and typewriter	720	
Two stenographers and typewriters		1,440
Copyist	480	480
Messenger	480	480
Total	7,580	10,200
Order and accessions:		
Chief of division		1,200
Assistant	720	720
Assistant		540
Assistant	480	480
Page	360	360
Total	1,560	3,300
Catalogue, classification, and shelf:		
Chief of division		1,500
Classifier (now called cataloguer)	900	900
Shelf lister		840
Cataloguer	720	720
Cataloguer	600	600
Two cataloguers, at \$540 each	1,080	1,080
Assistant	480	480
Page	360	360
Total	4,140	6,480
Binding:		
Assistant in charge		720
Collator	480	480
Total	480	1,200

Estimates (arranged in logical order).	Appropriation, 1911-12.	Estimates, 1912-13.
Circulation, branches, and stations:		
Chief of division (now called chief, circulating department).....	\$1,200	\$1,500
Assistant.....		900
Two assistants, at \$720 each.....	1,440	1,440
Three assistants, at \$600 each.....	1,800	1,800
Two attendants, at \$600 each.....		1,200
Four attendants, at \$540 each.....	2,160	2,160
Five attendants, at \$480 each.....	2,400	2,400
Five pages, at \$360 each.....	1,800	1,800
Messenger.....	480	480
Total.....	11,280	13,680
Reference:		
Reference librarian.....	1,000	1,200
Assistant.....	720	720
Assistant.....	540	540
Page.....	360	360
Total.....	2,620	2,820
Industrial:		
Chief of division.....		1,200
Assistant.....	720	720
Assistant.....	540	540
Total.....	1,260	2,460
Periodicals:		
Assistant in charge.....		900
Assistant.....	540	540
Total.....	540	1,440
Children, schools, and home libraries:		
Children's librarian.....	1,000	1,200
Assistant (in charge of school work).....	1,000	1,000
Assistant.....		720
Assistant.....	600	
Two assistants, at \$600 each.....		1,200
Two attendants, at \$540 each.....	1,080	1,080
Two pages, at \$360 each.....	720	720
Messenger.....		480
Total.....	4,400	6,400
Blind: Assistant in charge.....	1,200	1,200
Building:		
Engineer.....	1,080	1,200
Fireman.....	720	720
Workman.....	600	600
Two janitors, at \$480 each.....	960	
Three janitors, at \$480 each.....		1,440
Library guard.....	720	720
Two cloakroom attendants, at \$360 each.....	720	720
Six charwomen, at \$180 each.....	1,080	1,080
Total.....	5,800	6,480
Total for salaries.....	40,940	55,660
SPECIAL SERVICES.		
Employment of substitutes and other temporary service.....	1,000	2,500
Services, Sundays and holidays.....	1,700	2,500
Total.....	2,700	5,000
BOOKS, BINDING, AND CONTINGENT EXPENSES.		
Purchase of books.....	7,500	15,000
Binding.....	3,500	5,000
Contingent expenses.....	8,000	8,000
Auxiliary boiler.....		2,500
Total.....	19,000	30,500
Total for central library.....	62,640	91,160
TAKOMA PARK BRANCH LIBRARY.		
Maintenance.....	2,500	4,000
Purchase of books (deficiency bill).....	2,000	
Grand total.....	67,140	95,160

The trustees supported their estimates with a letter (pp. 9-12) showing that out of 26 cities having above 200,000 population in 1910, 20 expended for public libraries more per capita than did Washington, and that 15 of these as well as a number of smaller cities spent more than the 27 cents per capita required to give this library the sum contained in these estimates. Scattered throughout this report are numerous reasons for giving this library more ample support in order to enable it to do the work that it should in this community.

It is believed that the Public Library, which is still but 13 years old, has won its place in the affections and esteem of the citizens of Washington. If it depended upon the popular will rather than on that of Congress it is believed that the present insufficient appropriations would be replaced by financial support more adequate and more in keeping with the intelligence of this city, and that the system of branch libraries offered by Mr. Carnegie nearly nine years ago would be promptly accepted, built, occupied, maintained, and largely used by eager readers. In this way the public could be assured of full library facilities and the long-continued discouragements to the library management resulting from present limitations would be replaced by pleasure from the greater service that could be rendered and the completer satisfaction of the public. In saying this I but record my belief that the local public appreciates and cordially supports (as well as it can without votes) its public library. For this public support and for the sympathetic support of the library trustees I wish, in concluding this report, to express my appreciation.

Respectfully submitted.

GEORGE F. BOWERMAN, *Librarian.*

THE TRUSTEES OF THE FREE PUBLIC LIBRARY.

REPORTS OF LIBRARY DEPARTMENTS.

In advance of the writing of the librarian's annual report, the heads of the departments of the library service regularly submit statistical, descriptive statements, covering the work under their immediate direction. These reports, or certain sections of them follow:

CIRCULATING DEPARTMENT.

Miss Grace B. Finney, chief of the circulating department, reports as follows on the registration, home circulation, open shelves, methods employed for improving the quality of the reading, the bureau of information, etc.:

The total circulation from the adult department for the fiscal year was 423,590 as against 432,557 for the previous year, a decrease of 8,967.

The largest day's circulation was on February 25, when 3,818 books were issued. The smallest day's circulation was on September 5, when 650 books were issued. On 43 days the circulation was over 2,000, on 15 days over 2,500, and on 6 days over 3,000. During March the adult nonfiction circulation did not fall below 600. On 6 days over 900 books of adult nonfiction were issued, on 11 days over 800, and on 23 days over 700. The statistics of holidays show a decrease of 748 volumes circulated over the last year.

Beginning with March adult borrowers were permitted to draw out two books other than fiction on the green card. A gain of 6,323 adult nonfiction (9,678 adult and juvenile combined) over last year shows the improved character of reading. A decrease of 15,395 adult fiction (26,728 adult and juvenile combined) has resulted in part at least from the existence of numerous commercial circulating agencies. The duplication of fiction has been to meet the demand for the older titles. With the exception of three titles the demand for new fiction as shown by the reserves did not warrant the purchase of any large number of copies.

The main statistics of circulation are brought together in the following table:

Statistics of circulation.

	1909-10	1910-11	Decrease.	Increase.
Total circulation, including stations, schools, playgrounds, and home libraries.....	603,061	601,717	1,344	
Circulation:				
Central library.....	548,491	542,859	5,632	
Deposit stations.....	24,872	21,929	2,943	
Schools, playgrounds, and home libraries.....	29,698	36,929		7,231
Average daily circulation, central library.....	1,763	1,745	18	
Average monthly circulation, including stations and schools.....	50,255	50,143	112	
Days open for circulation.....	311	311		

The record of collecting books retained beyond the allotted time shows the most successful and satisfactory work yet accomplished. Credit is due to the efforts of the library guard in collecting books or their equivalents in money which were reported hopeless by the messenger. Over 1,000 calls were made. The messengers secured 646 books, money for 44 lost books, and reported 30

books as hopeless. The library guard collected 149 books and money for 69 books reported lost. Many of these represented books due in 1909. There were 140 bills mailed for books reported lost, 105 of which were paid for and 22 returned. In several instances more than one bill was sent. There are at present 68 books in the messenger files, 26 of which were drawn in 1910.

The number of periodicals circulated the past year remains the same. Harper's continues to lead in popularity. The Atlantic shows an increase in circulation, while Scribner's shows a decrease.

During the year the department has sent 1,943 withdrawn books and 600 magazines to the following institutions: District Workhouse at Occoquan, Freedman's Hospital, fire department headquarters and 9 engine companies, 2 truck companies, Tuberculosis Hospital, and House of Detention.

The following figures show a portion of the clerical work accomplished: Pockets of rebound books marked, 5,357; book cards rewritten, 6,963; seven-day books transferred to two-week books, 1,061. The greater part of this work has been done as relief work by the pages. Addresses changed, 2,449.

The list of nonfiction reported out more than four times a month furnished the order department each month shows results in the smaller number of always-out slips.

The following table shows the number of postals mailed by months:

Number of postals mailed, July 1, 1910, to June 30, 1911.

	1910						
	July.	August.	September.	October.	November.	December.	
Reserves:							
Fiction.....	84	112	102	121	145	125	
Nonfiction.....	132	133	158	448	250	252	
Total.....	216	245	260	569	395	377	
Recommended books.....	22		10	12	18	21	
Always-out books.....	7	10	4	6	7	8	
Delinquent notices.....	1,010	915	943	1,227	1,340	1,448	
Total.....	1,255	1,170	1,217	1,814	1,760	1,854	
	1911						
	January.	February.	March.	April.	May.	June.	Total.
Reserves:							
Fiction.....	156	151	151	182	134	113	1,576
Nonfiction.....	248	305	353	286	217	168	2,950
Total.....	404	456	504	468	351	281	4,526
Recommended books.....	24	12	22	11	25	5	182
Always-out books.....	8	7	7	11	11	8	94
Delinquent notices.....	1,286	1,165	1,411	1,477	1,551	1,167	14,940
Total.....	1,722	1,640	1,944	1,967	1,938	1,461	19,742

Books of history for the school year were requested by the Western, Central, Eastern, and Technical High Schools. The home circulation of these books was 2,398. In addition to this number, 960 books were sent semiweekly to the four schools for periods of four weeks. These requests were received by mail and telephone.

The health department continues to send daily reports of contagious diseases and names of books taken from homes by the department. Notices numbering 195 were mailed to houses where contagious diseases existed. There were 117 books fumigated and 1 destroyed by the department.

The following table of circulation, fines, etc., cover the central library, stations, schools, etc.

Circulation by months and classes, July 1, 1910, to June 30, 1911, central library, stations, schools, etc.

	1910					
	July.	August.	September.	October.	November.	December.
General works.....	1,848	1,740	1,777	1,919	2,047	1,855
Philosophy.....	284	298	298	419	465	448
Religion.....	180	227	223	337	383	283
Christianity.....	222	210	240	282	331	308
Ecclesiastical history.....	43	72	63	86	131	108
Biography.....	624	658	609	948	1,088	964
History.....	1,350	1,484	1,627	2,415	2,652	2,109
Travel.....	1,025	1,138	1,061	1,483	1,933	1,657
Social and political science.....	699	888	1,135	1,277	1,298	1,143
Natural sciences.....	890	1,050	1,184	1,407	1,411	1,193
Useful arts.....	1,198	1,462	1,680	1,873	2,158	1,564
Recreative arts.....	345	348	291	379	423	413
Fine arts.....	848	757	910	1,308	1,379	1,066
Language.....	338	296	336	377	493	424
Literature.....	2,527	2,627	2,599	3,054	3,679	3,407
Book arts.....	259	412	405	521	539	430
Fiction.....	25,890	27,295	25,368	26,786	28,445	26,617
Order department.....	15			12		23
Total.....	38,501	40,962	39,806	44,883	48,855	44,382
Average daily circulation.....	1,543	1,517	1,531	1,726	1,879	1,775
Per cent fiction.....	67	66	63	59	58	59

	1911						Total.
	January.	February.	March.	April.	May.	June.	
General works.....	2,008	1,928	2,103	1,882	1,813	1,818	22,738
Philosophy.....	524	534	570	497	494	449	5,280
Religion.....	323	381	465	376	324	270	3,788
Christianity.....	354	358	581	492	378	450	4,206
Ecclesiastical history.....	117	153	227	133	93	72	1,298
Biography.....	1,435	1,585	1,624	1,228	1,000	913	12,676
History.....	2,647	2,886	3,167	2,409	1,967	1,665	26,438
Travel.....	2,045	2,050	2,794	2,389	1,839	1,679	21,093
Social and political science.....	1,417	1,368	1,511	1,405	1,185	1,025	14,351
Natural sciences.....	1,516	1,623	1,898	1,564	1,469	1,253	16,438
Useful arts.....	2,675	2,499	2,755	2,353	1,887	1,801	24,235
Recreative arts.....	496	611	572	488	489	521	5,376
Fine arts.....	1,750	1,214	1,480	1,281	1,089	990	14,072
Language.....	416	479	625	501	446	391	5,122
Literature.....	4,113	4,226	4,841	4,135	3,868	3,142	42,218
Book arts.....	559	580	564	530	427	485	5,711
Fiction.....	30,423	30,861	33,310	30,219	26,445	27,974	339,633
Order department.....	10	7	12	9	3	4	95
Total.....	52,828	53,343	59,129	51,891	45,216	44,902	564,788
Average daily circulation.....	2,031	2,223	2,189	1,996	1,674	1,727	
Per cent fiction.....	57	57	57	58	58	62	60

Schools.....	34,324
Playgrounds and home libraries.....	2,240
Books for the blind.....	365
Total.....	601,717

Monthly statements of fines, etc., July 1, 1910, to June 30, 1911.

	1910					
	July.	August.	September.	October.	November.	December.
Fines.....	\$237.98	\$218.64	\$228.22	\$284.38	\$320.27	\$354.67
Duplicate collection.....	96.10	87.05	76.20	74.10	88.50	89.15
Reserves.....	4.52	5.40	6.20	6.80	7.92	6.94
Reissued cards.....	7.40	6.70	8.50	12.45	12.70	11.15
Books lost and injured.....	6.94	5.59	7.91	20.89	12.90	8.25
Catalogues.....	.11	.17	.20	.14	.05	
Total.....	353.05	323.55	327.23	398.76	442.34	470.14

Monthly statements of fines, etc., July 1, 1910, to June 30, 1911—Continued.

	1911						Total.
	January.	February	March.	April.	May.	June.	
Fines	\$308.95	\$300.22	\$243.62	\$374.06	\$373.34	\$301.74	\$3,646.04
Duplicate collection	89.80	73.90	100.50	104.85	110.40	110.70	1,101.25
Reserves	10.62	9.62	10.86	8.34	5.60	5.86	88.68
Reissued cards	12.90	9.66	9.60	6.80	5.70	7.90	112.45
Books lost and injured	17.26	32.25	19.86	20.48	20.66	25.36	198.38
Catalogues67
Total	439.53	425.64	484.44	514.53	515.70	451.56	5,147.47

REGISTRATION.

The registrations for the year were: Adult, 10,248; juvenile, 3,395; deposit stations, 740; a total of 14,389 as against 14,274 during the previous year, or 115 more registrations. The number of reissues in the adult department was 35 per cent of the whole.

The number of men registered in the adult department was 4,763; women, 6,231; or 1,468 more women than men. This shows a gain in registration of 262 men and 117 women over the previous year.

The privilege of drawing books on deposits of \$5 was granted to 91 strangers, 80 of whom have withdrawn their deposits. The advantage of the privilege card is greatly appreciated by members of clubs, professional men, and by those engaged in research work and study. As the privilege has become better known its increased use has followed.

The amount realized from the sale of post-card views of the library building was \$6.71; \$3.88 was spent for flowers at Christmas and Easter holidays and \$2 was invested in cards, leaving a balance on hand of 83 cents.

Statistical report of registration, July 1, 1910, to June 30, 1911.

Gross registration June 30, 1910	114,440
Total number of cards in force June 30, 1910	51,204

Registration:

Main Library	13,643
Deposit stations	746
Total	14,389
Teachers' cards issued	508
Privilege cards issued	98

Deductions:

Expired to date	15,057
Left town	76
Decensed	27
Canceled	9

Total	15,169
Net decrease in registration	790
Gross registration June 30, 1911	128,820
Total number of cards in force June 30, 1911	50,424
Average registration per day	46

Lost cards:

Duplicates made	1,144
Amount realized	\$114.40

OPEN SHELVES.

The removal of the Library of Congress catalogue to the stacks gave more space in the lobby for shelving. Books of description and travel on North

and South America, Japan, China, India, and England have occupied space during the year. The circulation of books of foreign literature shows a large increase. The following figures give the circulation: French, 5,996; German, 5,225; Spanish, 1,734; Italian, 1,166; Russian, 438. Frequent calls have been received for books in Yiddish and a few requests for Bohemian, Japanese, modern Greek, and Scandinavian. The elementary books in French, Spanish, and German were removed from the children's room and placed with the adult books.

The special collections showed the following circulations: Drama, 2,492; missions, 313; Lenten books, 125; Mexico, 49; sports, 180. In the open-shelf room were displayed the books on history; 400 volumes of poetry with a circulation of 1,188; Portugal, 30; Tolstoi, 267; George Washington, 109. The time during which the special collections (exclusive of drama and poetry) were displayed varied from one to two months.

The demand for selected books of recent additions, covering all subjects and placed on a case in the lobby, has grown to such an extent that it has been found necessary to fill the case each day, placing on it books published during the last two years.

The circulation of the classes on open shelves follows:

	1909-10	1910-11	Increase.	Per cent.
Travel.....	11,590	11,245	1 345	13
History.....	8,917	16,219	7,302	80
Foreign literature.....	8,305	15,514	7,209	86
Special collections.....	4,875	5,539	664	13

¹ Decrease.

METHODS FOR IMPROVING QUALITY OF READING.

The open-shelf room has had supervision, with a few exceptions, all hours the library was open for nine months. Fewer lists were compiled the past year. More attention was given to the record kept of books not found on the shelves when requested. A list of these books most in demand was furnished the order department each month for immediate purchase. In order still further to reduce this list, the shelf list is being checked with a standard number of copies of each book judged necessary to meet the demand. This has been done to serve notice automatically when the stock drops below the required number, and thus to secure the more frequent prompt replacement of books worn out or lost.

One hour each week is given the assistants to read the reviews of current books. In addition to this, each assistant was asked to read books of fiction in order to furnish subject headings for the subject catalogues. By this means titles of the newer books are constantly being added.

Much is to be desired in the concentration of work with the older boys and girls. This difficulty will not be met until it is possible to place the work in the hands of one or two assistants whose familiarity with the contents of the books will enable them to choose skillfully with reference to age, and to show interest in each boy and girl through personal acquaintance.

INFORMATION DESK.

At the beginning of the year this branch of the work was placed under the circulation department with regularly assigned assistants. A daily record has been kept of the most important questions and work accomplished, a synopsis of which follows:

The questions asked have represented a large variety of topics presented to the assistant in many ways. Where the individual's own knowledge is vague considerable searching has been required. Material has been collected for debates and papers on English and American history, woman suffrage, natural

resources of California, ancient buried cities and causes of their burial, organs of great cathedrals, changes in religion, representative masters of Italian and Spanish art, histories of various countries and periods, etc.

Lists have been compiled on request of interesting biographies, best books on George Washington, cookbooks, Halloween. At the request of the Daughters of the Confederacy a comprehensive list on the South in literature was compiled by one of the assistants.

It is difficult to determine at what time during the day the most effective work is accomplished. The aid given during the morning hours may appear more satisfactory as more time may then be given to collect the best material. Only a hurried search, often only a suggestion, is possible during certain of the afternoon and evening hours.

The method suggested by the library and approved by the high schools, of writing or telephoning twice a week for lists of books to be used as textbooks or supplemental reading, has aided to decrease the rush for certain textbooks the supply of which has never been equal to the demand. These books are delivered twice a week by motor cycle. To simplify the work with pupils during the afternoon hours an effort will be made to have on file at the desk short lists of the best authorities on subjects in demand by pupil and teacher.

As club work among women in the District is on the increase, the demands made upon the assistant are also multiplying. This affords an opportunity for the person at the desk to be of assistance in recommending and compiling lists on the various subjects for preparatory home study and reading and to help in many ways except the actual preparation of the paper, much desired by some.

The list of civil-service examinations posted on the bulletin board has been in constant use. The variety of the examinations has created a demand for books bearing upon the work of the numerous positions to be filled. An unusually large number of persons have become borrowers this year for this particular object, the applications showing that the Census Bureau has furnished the majority. The remainder, with few exceptions, are already Government employees seeking to better their positions.

Another result of this work has been that many parents feel they are becoming personally acquainted and send their children with verbal or written requests, more often relying upon the judgment of the assistant.

DEPOSIT STATIONS.

The work of the deposit stations, conducted by volunteers, is supervised by Miss Grace B. Finney, chief of the circulation department, who reports on them as follows:

The deposit stations show a decrease of 1,219 over the previous year. The three Sunday-school libraries were discontinued. The circulation of 1,724 from these outside agencies in 1909-10 added to the stations makes a total decrease of 2,943. Six stations show an increase of 2,298, while two show a decrease of 3,517.

The plan of transferring books each week by means of the motor cycle has aided in more frequent changes and in keeping the books in better repair. The number of books sent to the stations was 1,176; returned from the stations for rebinding or because not popular, 592. These figures do not include 192 books worn out. A loss of 85 books is reported. These represent books in circulation for several years, where persons have moved and have not been traced. The most appreciated collection sent consisted of 179 picture books for very young children for use in the reading rooms.

Strauss Sunday school raised funds for a library of its own. An inventory of the books at the Sunday school of the Church of the Good Shepherd revealed the fact that no books had been issued during the year. A number of books sent to the colored social settlement aided the circulation. This branch shows the borrowers to be mostly juvenile, with a small circulation of adult books.

The record of one home library of 21 books for working men shows the books most read to have been of a high standard.

The apprentice class supplied volunteer workers to several stations. One apprentice was sent regularly to Neighborhood House during the winter months. The following table gives the circulation, including gains and losses:

Circulation of deposit stations.

	Adult.		Juvenile.		Total.		Gain.	Loss.	Open.
	1909-10	1910-11	1909-10	1910-11	1909-10	1910-11			
Neighborhood House.....	379	600	1,089	1,218	1,468	1,818	350	Hours. 69
Georgetown station.....	367	490	754	822	1,121	1,302	181	37
Social Settlement.....	418	365	1,533	1,654	1,951	2,019	68	188
Noel House.....	830	418	1,485	730	2,315	1,148	1,167	169
Rosedale station.....	1,261	697	3,479	1,693	4,740	2,390	2,350	156
Y. M. C. A.....	9,631	10,942	502	572	10,133	11,514	1,381	1 305
Y. W. C. A.....	41	91	41	91	50	2 305
Friendship House.....	451	670	928	977	1,379	1,647	268	130
Total.....	13,378	14,263	9,770	7,666	23,148	21,929	1,219

¹ Days.

² Days, 2 hours each.

Most of the volunteer librarians submitted reports, extracts from which follow:

NEIGHBORHOOD HOUSE STATION.

Miss Chara M. Schott, a member of the past year's apprentice class and for several months in the employ of the library, has also been the volunteer librarian of the Neighborhood House station. She has been assisted much of the time by Miss Philena A. Dickey, also a member of the past year's apprentice class and now in the employ of the library. Miss Schott reports as follows:

Neighborhood House station circulated 1,818 books and registered 75 borrowers in the year just ended; 600 adult books were circulated and 1,218 juvenile. This marks an increase of 350 in the number of books issued and 13 in the number of borrowers over the figures of last year. The station was open for circulation once a week, on Monday evening, from 7.30 to 9.

The traveling library books were changed twice during the year with very good results. I recommend a change of practically all the books now in the station, except a few of the more attractive juvenile classics. The shelving space is limited and the same books have been read again and again. The classic fiction has not circulated as it should. The reason for this is in part due to the print, which in many cases is poor, and to unattractive bindings.

There has been much demand for books on American history and historical novels. The boys have been asking for books on technical subjects, and the girls want fairy stories. We have been able to supply a few historical books, but no technical books at all, and all our fairy books have to be returned for rebinding. The clubs of the house made good use of the books in preparing for their spring festival.

GEORGETOWN STATION.

Miss Mary D. Wightman, volunteer librarian, reports as follows:

The Georgetown station was opened on Tuesday evenings from November until June, when it was closed owing to repairs on the buildings. During the winter we noticed an increase in attendance and circulation over the previous year, the circulation being 1,302 books in seven months, as compared with 1,121 books in nine months of last year. Our increased attendance was principally among the boys, many of the Boy Scouts of the neighborhood coming to get books helpful in their games.

We were unfortunate in losing the assistance of Miss Alice Lerch in January, when she left Washington. Her place has been supplied by regular workers at Peck Chapel. We have no new features to report, but have a good prospect for further usefulness when we open in the fall.

COLORED SOCIAL SETTLEMENT STATION.

Mr. Thomas Hungerford, volunteer librarian of the Colored Social Settlement station, reports as follows:

The year just ended has been one of the most successful in the history of the settlement library. We feel very grateful to the central library for the generous supply of new books that we received. Books missing are, fiction, 12, and nonfiction, 5.

ROSEDALE STATION.

Miss Katherine M. Johnson, of the central library cataloguing force, reports as follows as volunteer librarian of the Rosedale station:

At the close of its fifth year Rosedale station continues to be a factor of value in the life of the community. The past year has seemed uneventful, yet it has brought its usual opportunities of work. The school children have found help for their studies; whole families have been supplied with good books, and a reading room has been open for anyone who wishes to come. This station is too far from the library for many of our readers to go there. A number of them have been with us from the beginning.

An interesting feature of the year's work has been the circulation of adult fiction. We have a few small "traveling libraries" who dispense literature to the neighborhood. Thus, a few weeks ago, two sisters carried 14 books to several families. They exhausted our stock of adult books long ago. Miss Vickers has made the supplying of their demands a feature of her work and has brought out quantities of adult fiction and some good nonfiction from the main library.

It has been a pleasure, also, to distribute magazines at the library openings. These are sent to the settlement by good friends. They disappear with haste. "Are there any magazines to-night?" is a familiar query.

The crying need of a small station like this is for some means of constant change of books. What has been done with adult fiction this winter should be done with the whole stock. Each week should find a few new books on the shelves. There is, for instance, a demand for supplementary reading on school subjects that could be well met in this way.

The work of the library openings has been done by Miss Vickers of the main library staff, Miss Worthington of Rosedale Settlement, and the librarian. The station has been open twice a week.

YOUNG MEN'S CHRISTIAN ASSOCIATION STATION.

Mr. Ralph McN. Dunbar, who has from the beginning of this venture been the paid librarian of the Young Men's Christian Association, reports as follows on the excellent and constantly enlarging work of that station:

This, the fourth year of service rendered by the station, was a successful one in several ways. Although still below the state of equipment and efficiency which it is hoped this station will ultimately have, an encouraging increase was made, nevertheless, as may be observed from the following statistics:

Circulation:	
Fiction.....	7,422
Nonfiction.....	3,520
Juvenile.....	572
Total.....	11,514
Reading-room use.....	2,022
Total library use.....	13,536
Registration.....	343

Moneys collected :

Fines.....	\$93.66
Duplicates.....	60.65
Reserves.....	.30
Lost cards.....	.75
Lost books.....	.50
Total.....	155.86

It should be noted, however, that in addition to the merely numerical increase of about 14 per cent in circulation figures, a decided increase was attained in the growth of the station as an educational aid both for association members and for persons residing or employed in this vicinity.

One factor in bringing this condition about was the greatly improved service that the station was enabled to render patrons through the transfer of requested books by messenger from the main library, especially since the number of deliveries per week has been increased. This feature has proved very useful to persons who live in the suburbs and who are employed in the Government departments near the association building. Of still greater value has it been to students who are working during the day and attending some of the local colleges at night. A trip to the main library would mean a further shortening of their already busy day. The requests coming in through this channel were about 99 per cent nonfiction.

Another factor to increase the actual usefulness of the station was the allowance made for the direct purchase of books permanently needed, the selection being made from a list of calls kept by the station librarian. The Eclectic Library Catalogue, also purchased from this fund, has made available for patrons the vast amount of material in the magazines given to the station by the department of education in the Young Men's Christian Association. In this way the branch has met the long-felt need for information on current problems and topics, a demand which could not be filled heretofore with the limited equipment.

For the coming year it is planned to continue the policy of the year just closed, particularly that of improving the library facilities and of advertising more widely the advantages of the station. It is intended also to encourage the donations of books to the station. A number of important contributions were obtained in this manner during the past year. Particular mention is made of the Bible and missions reference alcove contributed by the religious department of the association. With these plans carried out it is hoped that the station will hold its own, keep up the gains made in the preceding years, and be more active than ever in making the branch system of the Public Library a reality.

FRIENDSHIP HOUSE STATION.

Mrs. Margeret Tyacke Hobbs, volunteer librarian, reports as follows on the work of the Friendship House station :

Although the report of the year is to some degree encouraging, it is not at all satisfactory, since we feel that, with more time or more workers at our disposal, so much more might be done by our branch in this section of the city.

The station has been open for the distribution of books on Wednesday evening and Saturday afternoon of each week, and has increased its circulation to 1,647 volumes, 268 more than last year, an increase due almost entirely to the greater number of adults using the library. The books are accessible to the public whenever the house is open, but no record has been kept of the books so used.

We are much indebted to Miss Edith Cash, a student at George Washington University, for very faithful and efficient help on Saturday afternoons.

REFERENCE DEPARTMENT.

Miss Grace E. Babbitt, reference librarian, reports as follows on the work of the reference department :

The work with the schools has made a distinct advance through cooperation with the librarians of the different high schools, who are using the resources of

the library to supplement their own collections. The reference department is of greatest assistance to the pupils taking part in debates during the school year. Frequently the best material for these debates is to be found in periodicals, and the library possesses all the important magazines, both current and in bound form for practical work. The large collection of bibliographies on a great variety of subjects is also freely at the disposal of pupils. It is often drawn upon, and the reference staff is always glad to make up lists on any subjects when requested. The reference books proper are also used by the high school pupils, some of whom become familiar with the most useful ones and continue to come to the room after their school days are over.

The school children are required to prepare essays and debates on local subjects, material for which can not be found in books. The demand is met by the "Washingtoniana" collection of clippings from newspapers and magazines. These clippings have also proved invaluable to searchers for early local history.

The "travel literature" placed in racks in the room was larger and more interesting than ever before. The steamship companies sent beautiful folders. These included coast-wise lines, lake and river routes, the great trans-Atlantic, Chinese, and Japanese lines. Duplicates are given away on request.

For several years the Library of Congress has lent the library copies of directories of the different cities. This year, through the system of transfers from the national library, the list has been greatly augmented and there are now on the shelves directories for 1910 of 70 of the principal cities of the United States. Calls are frequently received over the telephone for out-of-town addresses and the use of the directories in the room is also considerable.

The Sunday use of the room continues to be large. Readers come for long hours of reading and study who are not seen on week days. Saturday afternoons in midsummer are also very busy, and an amount of real work is done then which is surprising in view of the extreme heat. That this is the only library in town open on Saturday afternoons in July, August, and September is plainly evidenced. The proportion of men using the department, as mentioned in last year's report, continues to be large.

An increasing number of calls come from the different Government departments, notably the Bureau of Education, Department of Justice, and the Census Office. Requests for pictures and maps of places devastated by fire and other calamities come from the newspapers and sometimes can be met only in the reference room.

Books from the catalogue and order departments are frequently brought into the reference room on request or to answer questions, as the Publisher's Weekly, Trade List Annual, or the Peabody and London Library Catalogues.

The Geological Survey maps that are in a case in the room have been much used. One reader said it was the only set in the city that could be consulted after 4.30 p. m.

For two or three years past books on the early history of Maryland have been reserved in the room during March and April. These are for parochial school pupils of various grades who are competing for prizes for essays offered by Cardinal Gibbons.

The department has continued its practice of reserving librettos of operas and books of plays before and during noteworthy performances. The books giving stories and criticisms of operas and the musical dictionaries were also much used. During Mme. Bernhardt's season here the plays in her repertoire, both in French and in translations, were in great demand.

The bibliography collection has been strengthened by receiving multigraphed copies of the latest work in this field of the Library of Congress. These are especially valuable because they are the most recent information obtainable. On the educational side it has received important manuscript bibliographies from the Bureau of Education. The reference librarian was allowed to look through the files of bibliography and select such as would be useful in the department. The privilege is also granted of going over the current work, month by month, and making such further selections as may be desirable.

The following are among the lists furnished by request to school teachers or club workers: Practical esthetics, American art, Hallowe'en, Open-air schools, Missions from the missionary's point of view, Whipping post, Alaska, Coeducation, Reciprocity with Canada, Fortification of the Panama Canal.

During the early winter a reading list was prepared on the leading artists represented in the biennial exhibit of contemporary American art at the Corcoran Gallery of Art. This proved to be one of the most popular lists ever issued by the reference room.

There were 1,566 magazines circulated from the room. Since January the count of different classes has been kept and for six months it reads: French, 161; educational, 21; fine arts, 28.

The following table shows the number of books brought to the room for use there, including a separate count for Sundays, giving also the attendance of readers on Sundays:

Months.	Books, all days.	Sundays only.	
		Books.	Readers.
1910.			
July.....	1, 146	110	580
August.....	1, 219	143	591
September.....	1, 670	186	715
October.....	2, 356	265	1, 073
November.....	2, 454	242	793
December.....	2, 210	130	534
1911.			
January.....	2, 743	193	796
February.....	2, 497	272	767
March.....	3, 057	254	745
April.....	2, 410	251	967
May.....	2, 068	152	523
June.....	1, 691	147	527
Total.....	25, 521	2, 345	8, 610

INDUSTRIAL DEPARTMENT.

Until he left the service of this library, Mr. Joseph L. Wheeler, assistant librarian, was also in charge of the industrial department. Since then Mr. Carlos C. Houghton has been promoted to be chief of this department. His report follows:

The past year has been the most successful one in the experience of the industrial department. The aims and methods of the previous years have been followed with an increase of work and of satisfactory service to the public.

Special effort has been made to be of practical use to working and business men. By substantially strengthening the collection along these lines (1,450 books were added to the department during the year) and by legitimate advertising, the library is fast becoming a place of resort for these classes when perplexed by their various problems. The success with which these demands were met, together with the increasing confidence these men are showing in the library, promises well for the work which may be done with them in the future.

The work with the older boys has not been allowed to suffer on account of the new work undertaken. These boys are now showing so much interest in the department that to ignore them would be unwise. Their live interest has kept the books on such subjects as electricity, wireless telegraphy, woodwork, aeronautics, and amateur works in general in great demand. Lists of books of interest to them have appeared in local papers from time to time. The annotated bibliography of "Practical books for practical boys," compiled by this library and issued by Hammacher & Schlemmer Co., of New York, is used and appreciated by them.

The reference work of the room has also been increasing very rapidly and has become more specialized than ever. The card catalogue of the room has been a very great factor in increasing the speed and efficiency of the reference work. By a newly begun system much miscellaneous and other uncatalogued material, hitherto useless, has been brought before the public. Special multi-graphed forms are put in use when a reader is not entirely satisfied that his query has been satisfactorily answered. Special attention is given these questions and when other material or the needed information is found the person is notified by mail. A number of other methods have been put into use, with the result that the reference work is becoming more and more satisfactory to the library and profitable to the public.

At all times the demands of readers have been noted, so that subjects on which there was insufficient literature might be filled out properly. The book selec-

tion has been made as carefully as was possible with the time available. The transfer of duplicate books from the Library of Congress has given the department an opportunity to meet practically every request for books, for with our reserve system and the large number of recent books it is but rarely that the desired book can not be supplied.

The time spent in compiling lists and in other publicity work proved to be so profitably occupied that it is hoped that enough time will be available to conduct a more thorough advertising campaign the coming year. A list of "Books for home builders—planning, decorating, furnishing," was issued by the Sherwin-Williams Co., of Cleveland. This list and the list "Practical books for practical boys" were compiled by this library and the printing of 40,000 copies of each list was undertaken by the two companies mentioned, for the sake of advertising on the last two pages. The cover imprint was changed for each of about 25 large libraries, which have distributed the lists in their respective cities. The house-plan list was distributed by several local furniture stores, while a local sporting-goods store is helping to distribute and bring the "practical boys" list to the attention of the boys.

The September bulletin of the library, containing a long list of farm and garden books, was mailed with multigraphed letters to addresses of 1,500 persons interested in the subjects. During the early part of April a list on gardening appeared in the Evening Star. It brought good results, as did the list of books on garden making and seed planting which was multigraphed about the same time and distributed by local merchants selling garden seeds. Multigraphed lists on business, aeronautics, plumbing, and pure milk were issued. The McGraw-Hill Co. furnished copies of a list of 1910 engineering books for distribution, and the Macmillan Co. furnished copies of a list of books in the rural-science series. Lists on the following subjects have appeared in either the Evening Star, Washington Times, or the Trades Unionist: Painting and varnishing, poultry, plumbing, gardening, carpentering, and various other trades:

The statistics are as follows:

Circulation of books, by months.

Months.	1909-10	1910-11	Increase.	Rate.
				<i>Per cent.</i>
July.....	1,429	1,602	173	11
August.....	1,511	1,949	438	29
September.....	1,635	2,162	527	32
October.....	1,949	2,655	706	36
November.....	2,069	2,777	678	32
December.....	1,918	2,448	530	28
January.....	2,658	3,043	385	14
February.....	2,711	3,219	508	19
March.....	2,816	3,572	756	27
April.....	2,538	3,061	523	21
May.....	2,108	2,473	365	17
June.....	1,913	2,436	523	27
Total.....	25,285	31,397	6,112	24

Circulation of books and magazines, by class.

Classes.	Books.		Magazines.		Total.	
	1909-10	1910-11	1909-10	1910-11	1909-10	1910-11
H. Commerce.....	1,774	2,520	892	891	2,666	3,411
L. Pure Science.....	5,957	6,152	252	328	6,209	6,480
M. Applied Science.....	943	1,091			943	1,091
Q. Medicine.....			113	274	113	274
R. }.....	3,707	6,283	1,290	2,283	5,006	8,566
S. } Useful Arts.....	3,218	4,314	1,579	1,786	4,797	6,100
T. }.....	3,691	3,630	1,000	937	4,691	4,567
U. Shipbuilding ¹	281	77	198	113	479	195
W. Architecture, etc.....	4,509	5,531	2,655	3,018	7,164	8,549
Z. Shorthand, etc.....	1,205	1,799	581	653	1,786	2,452
Total.....	25,285	31,397	8,560	10,288	33,854	41,685

¹ Books in this class changed to S, January, 1911.

The sum of \$24.15 was collected in fines. The trade catalogues received and classified numbered 308.

The department now contains over 7,400 books; 1,450 of these were added during the year and 1,890 since January, 1910. The current magazines now on file in the room number 241.

The attendance on Sundays increased from 3,844 to 4,105, or 7 per cent.

CHILDREN'S DEPARTMENT AND WORK WITH SCHOOLS.

The following report of the children's department, including home libraries and similar agencies, was made by Miss Clara W. Herbert, children's librarian. The report on school work was made by Miss Georgette Ross, supervisor of work with schools.

The most marked characteristic of the year has been the constantly growing demand for extension work and the expansion of the activities of the department to meet the need.

The children's room at the main library has about reached its maximum use with a registration of 10,000 children and a circulation of 119,269 volumes, an increase over last year of 3,358. The gain here has been and will be in the line of better service. During the past year a marked improvement was made in reference work, in a more adequate and carefully selected book supply, in story hours and book lists, as aids in directing the tastes of the children, and in the advice given to parents, teachers, and Sunday-school workers in the choice of children's books.

That there has been no larger numerical gain does not indicate that there is any lack of children (the Thirteenth Census gives the number of children from 5 to 17 years of age as 65,800), or that these children are not eager for books. The quick and intelligent response among those who are provided with books is entirely satisfactory, but the matter of distance from the homes to the library makes it impossible for 55,000 children to avail themselves of the privileges of the library. In cities having branch libraries, the radius covered by each branch is but one-half mile, whereas here we expect children to come 5. It is not strange that more are not registered library users; the surprising thing is that 10,000 are.

The children's department is forced by this matter of distance to develop beyond the room in the central building and to provide distributing points in the various sections of the city where children can come with safety and ease. We believe our best chance of making this extension work effective and the library's contribution to the general welfare of Washington children intelligent and helpful is to cooperate as closely as possible with other organizations working for children.

It will be observed, therefore, that the work with schools has increased both quantitatively through the increase of books in the school duplicate collection, and qualitatively through the interest and efficiency of a highly trained supervisor, whose detailed report follows. Also, a new division has been formed in collaboration with the Associated Charities—that of home libraries.

A playground librarian has been recruited from the staff of the children's room and small libraries are being administered on two of the municipal grounds with one more to be added, as well as five on school grounds, during the coming season.

Added to these divisions organized with regard to book collections, supervision, and administration, there have been other experiments in extension work, such as supplying books to a vacation home for working girls and to parents' and teachers' organizations on the subjects of their discussions, but most notably that at Tenleytown, the outcome of which is to be a station opened in the school building once a week during the vacation.

Through the generosity of Mrs. Louis W. Austin, \$10 was given to engage a conveyance for a house-to-house delivery of books. Three trips were made, offering an unexceptional opportunity for becoming acquainted with parents, home conditions, tastes and needs of grown people and children. The appreciation of the people visited was expressed in a constantly enlarging circulation,

in flowers which were offered the children's librarian at almost every door, and in the words of one mother who said: "I think it is perfect to be able to get books from a library, but to have books brought to your door seems too wonderful for words." The experience was rich in examples of courage, cheerfulness, power of appreciation, and courtesy, where the conditions of living did not seem favorable to the development of such characteristics. The value of this method of reaching a community lies in the opportunity to provide for the grown people whom it is hard to reach and in the chance of cooperating with the parent in the interest of the child.

With even a large number of branch libraries, the District includes many sections of scattered population where this method will offer the most successful means of reaching the community. It is to be hoped, therefore, that at no very remote date the library may have a motor wagon by which such work would be undertaken.

In the administration of the department, two measures were found most helpful:

1. The report called for in October by the librarian covering the weak points, methods, and opportunities of each department, offered tests for determining the efficiency of the administration.

2. A close scrutiny was made of the work of each member of the staff as to the methods employed and the time consumed.

By this test we were convinced that no larger work could be carried advantageously by the present number of assistants and that there must be a substantial increase in the staff if we are to meet the growing opportunities of the work.

Children's librarian for central children's room.—The central children's room should be put in charge of a trained children's librarian. The room requires a person who can give it undivided attention which the head of the department is no longer able to do, owing to the growing amount of supervisory work. Such a person will be able to develop the room to its fullest extent through close supervision of the children, club work, and story hours and will be able to make the room and its book collection the model for the locality. The children's room staff is further weakened by the transfer of one of its strongest members to the playground work in the summer and possibly to the school work in the winter. The circulation of the school duplicates involves so much detail that it is desirable to provide an assistant that the supervisor may be more free for personal work with teachers and pupils.

Pages.—The page in the children's room is messenger, delivering and collecting by motor cycle school duplicate books to the interior schools, books to high schools, home libraries, stations, etc. This work requires about his entire time and renders another page in the children's room desirable.

We need a wagon to transport the books from the main library to the different distributing points. The motor cycle is not adequate to the amount of delivering now done and is unsatisfactory in stormy weather and over poor roads.

The children's department takes pleasure at the end of the year in expressing its gratitude to the National Plant, Flower, and Fruit Guild for frequent gifts of flowers; to Mrs. Austin and Miss Helen Walsh for their interest in the Tenleytown undertaking, to the secretary and directors of the playgrounds, and to the officers and volunteers of the Associated Charities.

HOME LIBRARIES.

In a small handbook published last fall descriptive of the work of the Public Library with the children of Washington, a desire was expressed to cooperate with other organizations working for children. This resulted in the operation of home libraries jointly with the Associated Charities. This organization locates the family in which it is desirable to place a box of books and the friendly visitor of the family becomes the librarian.

The library supplies the books, which are selected by the visitor and the children's librarian, who base the collection as closely in line with the needs and tastes of the family as possible. The books are exchanged from time to time.

The friendly visitors are thoughtful social workers with more or less training and are supervised by the district agents of the association.

The books used this winter were soiled ones previously withdrawn from the children's room. Their use and the care taken of them justify us in ordering

for another year a collection of new books. This collection will include chiefly picture books, stories for children and for grown people, books on household management, carpentry, cooking, sewing, and some delightful and inspiring biographies.

There were 18 groups, of which 7 were colored, 3 of which were conducted by colored visitors. It is interesting to note that the best circulation figures were received from one of these groups. Very good work also was done by the visitors in story telling and reading aloud. In one group Morrison's "Songs and rhymes for the little ones" was read at each meeting to the children's great delight, and in another Lindsay's "Mother stories" proved very popular. It is hoped that another year will see a larger development of this work among the children who need the help of an understanding friend to get the greatest good from the books.

Four of the groups were neighborhood affairs, the rest being limited to the family. We believe it wiser ordinarily to start in the family and to have it grow at their suggestion rather than to force ours.

Delivery and collection were made by motor cycle. The distances and the hilly and poor roads occasioned continual difficulties (one group for this reason was never supplied), further demonstrating the need of a motor wagon.

The circulation of the books indicates but slightly the value of the work. The refreshment brought to the tired mother after a hard day's work from the reading of Swiss Family Robinson (she always had wanted to read that book), the placing of an interesting story into the hands of a father who stayed home to read it instead of going to the saloon for the evening, the learning to read of an invalid child are results which can not be estimated in figures. Moreover, the taste of the readers showed considerable improvement during the winter, and will doubtless be further stimulated and aided by the more suitable collection of books another year.

WORK WITH SCHOOLS.

The work with the schools during the past year shows encouraging progress. A file of appreciative letters testifies to the usefulness of the school duplicate collection (the circulation of which shows an increase of 2,751 over last year's figures), and the 700 registrations resulting from classroom visits, together with the teachers' cordial welcome accorded the library visitor, evidence the justification of school visiting.

A monthly story hour held in the library lecture hall, to which children from certain schools were invited, has proved a successful innovation. It is hoped that the work may be further developed. A talk was given in March at the Washington Club on the "Public Library and the children of Washington," and the story hours were held in Georgetown and at Neighborhood House for the children of those sections of the city. The children's librarian and the supervisor of school work addressed several mothers' and parents' associations on the "Value of story telling."

The educational bulletin continues to be a connecting link between the library and the schools, and is issued monthly during the school year. This year the bulletin was shortened to one page, and special numbers, such as high-school and graded-school numbers, were compiled.

The lists for distribution in the schools from grades 3 to 8 were revised, and so attractive did the printed forms prove that a reprint was necessary in January. A vacation reading list, prepared especially for pupils graduating from the eighth grades, was compiled by members of the staff, with the much-appreciated assistance of Miss Symons, head of the English department of the Washington high schools, Miss Hendley, supervising principal, sixth division, and Miss Davis, principal of the Emery School.

The technical end of the distribution of books, charging, etc., is being gradually simplified and systematized, and a step forward has been taken this year in the employment of a local transfer company for the delivery and collection of books to and from the suburban schools. The multigraphing of duplicate book cards has resulted in the saving of an immense amount of time.

An effort (which has resulted, however, in only a mere beginning) to quicken the work of the library with pupils of the various high schools has been made during the past year in the following ways:

1. Visits made to the principals and high-school librarians, telling them of a delivery (by motor cycle) twice a week to all high-school libraries, and asking

that all demands for books from teachers should be made through high-school librarians.

2. Biweekly delivery of books to high schools.

3. High-school table reserved in the reference room.

4. Reservation of material for debates.

5. "Introduction slips" to be filled out by high-school librarians and presented by pupils to the reference librarian.

With the existing cordial cooperation of school officials and teachers with all efforts made by the library, and with about 55,000 children in Washington not using the Public Library, there seems to be no limit to the possible growth of the work with the schools. Until the longed for branch libraries in each school district become realities, with the work having reached its present development, the following plan is submitted as a *modus operandi* for next year:

1. Signs advertising the library to be posted in all the schools.

2. Neighborhood libraries (the books to be deposited and circulated by the Public Library) in the Ross (Harvard between Eleventh and Twelfth Streets NW.), Cooke, H. D. (Seventeenth Street and Columbia Road NW.), Cranch (Twelfth and G Streets SE.), Potomac (Tenth and E Streets SW.), and Hyde (O between Thirty-second and Thirty-third Streets NW.) schools, the northeast section of the city being already offered library facilities by Rosedale Mission and Noel House.

3. Story hours to be held in schools in different sections of the city in addition to those at the Public Library.

4. School visiting to include especially the high schools and suburban schools, in the latter book talks and story telling to be an especial feature.

5. Book talks, with direct reference to the respective grades, to be given as follows:

Grades 3 and 4, by Miss Bubb, first assistant, children's room; grades 5 and 6, by Miss Herbert, children's librarian; grades 7 and 8, by Miss Ross, supervisor, school work.

6. Carefully compiled lists of books which would prove of genuine help to the teacher in giving the children a background of the subject studied to be distributed.

Following are the tables of statistics:

Children's-department statistics, July 1, 1910, to June 30, 1911.

Children's-room circulation.....	119, 269
School duplicate circulation:	
Fiction.....	15, 124
Nonfiction.....	15, 797
Approximated record on 335 books.....	1, 006
Total school circulation.....	31, 926
Playground circulation.....	1, 127
Home library circulation:	
Fiction.....	646
Nonfiction.....	137
Total home-library circulation.....	783
Tenley house-to-house delivery:	
Fiction—	
Juvenile.....	241
Adult.....	35
Nonfiction, juvenile.....	54
Total.....	330
Total juvenile circulation.....	153, 435
Total juvenile registration.....	3, 395
Fine postals sent.....	2, 243
Applications mailed.....	2, 949

*Circulation, by months and classes, July 1, 1910, to June 30, 1911.
Children's Room.*

	1910					
	July	August.	September.	October.	November.	December.
Philosophy and religion.....	136	129	119	169	219	185
Biography.....	227	278	221	391	481	394
History and travel.....	812	896	873	1,390	1,947	1,504
Social science.....	30	23	55	98	79	76
Natural science.....	147	127	192	277	251	194
Useful arts.....	144	152	125	181	199	193
Recreations and fine arts.....	231	253	191	268	295	261
Literature.....	716	659	622	742	1,106	973
Periodicals.....	140	127	104	122	133	104
Fiction.....	5,671	5,555	4,547	4,802	6,096	5,651
Total.....	8,254	8,199	7,049	8,500	10,806	9,537
Average daily circulation.....	330	303	271	315	416	366

	1911						Total.	Per cent.
	January.	February.	March.	April.	May.	June.		
Philosophy and religion.....	233	233	319	261	208	159	2,370	1.99
Biography.....	591	754	782	562	419	367	5,467	4.58
History and travel.....	1,881	2,061	2,714	2,068	1,486	1,191	18,953	15.81
Social science.....	70	72	101	88	79	40	811	.68
Natural science.....	273	304	457	392	325	228	3,155	2.65
Useful arts.....	280	263	345	266	194	141	2,483	2.08
Recreations and fine arts.....	323	299	340	303	235	229	3,228	2.71
Literature.....	1,065	1,153	1,370	1,207	1,039	904	11,558	9.69
Periodicals.....	129	116	128	109	126	113	1,450	1.21
Fiction.....	6,390	6,546	7,267	6,596	5,242	5,471	69,894	58.00
Total.....	11,235	11,801	13,823	11,881	9,353	8,841	119,269	100.00
Average daily circulation.....	432	492	512	475	346	340		

School duplicate collection, September, 1910, to June, 1911.

	1910			1911					Total
	Sep-tem-ber.	Octo-ber.	Decem-ber.	Janu-ary.	Febru-ary.	March.	April.	May.	
Books lent to schools.....	698	954	1,747	430	336	855	1,140	757	6,917
Class rooms using books.....	25	40	66	19	13	65	40	27	296
Buildings.....	16	24	28	12	10	28	20	21	159

Circulation of school duplicates, fiction and nonfiction.

	Novem-ber, 1910.	1911					Total.
		Febru-ary.	March.	April.	May.	June.	
Fiction.....	3,385	3,146	378	3,226	816	4,173	15,124
Nonfiction.....	3,380	3,132	361	2,817	1,325	4,782	15,797
Total.....							30,921
Estimated ¹							1,006
							31,926

¹ In cases where no records were kept.

PICTURE COLLECTION AND EXHIBITIONS.

The supervision of the picture collection and exhibitions have been combined with the circulation department. Miss Grace B. Finney reports as follows:

The resources of the library in pictorial material have been strengthened by the purchase abroad of a number of moderate-priced reproductions in sepia and white of the old masters of painting in the several schools, post cards of artists and their works, musicians, historical personages and leading events in their lives, and by gifts of unmounted photographs of foreign cities. Several teachers have contributed interesting miscellaneous collections. The most valuable addition has been the purchase of material relating to the early history of the District of Columbia, including early prints dating from 1807 of the Capitol, White House, streets, residences, churches, etc. The colored pictures of the Canterbury Tales have been found especially valuable for class use.

Publicity has been given to the collection in the monthly educational bulletin, the Star, and by the supervisor of school work on her visits to the graded and high schools. The schools represented each month in the use of the collection were the high and normal and an average of 61 graded and 5 private schools. The number of teachers averaged 101 each month. Among private individuals were several artists who made frequent requests for suggestive material for illustrating, cartoon work, and sculpture. The art pictures were used by clubs and high-school teachers.

Appreciation of the work by the public-school teachers is frequently expressed by notes of thanks returned with envelopes. The requests from teachers in the private schools have been fewer in comparison with the graded schools. Visiting among these schools will be undertaken the coming winter. The demand among Sunday schools and clubs is increasing.

It has been the aim the past year to reduce to the minimum the waiting list. To do this, constant clipping and mounting have been necessary. With the exception of three or four subjects this list has been noticeably reduced. As the same subjects are taught twice during the year, the requests kept on file during the first part of the year have aided in collecting more material to meet the demand for the midwinter season.

Clipping and mounting have been done this year entirely by the library assistants. The object was to give a working knowledge to several assistants, any one of whom could be called upon in case of illness or rush of work. The filing of requests received after 4 p. m. has been encouraged rather than to attempt to fill an order hurriedly when the supervision of the information desk was necessary after that hour. By this method time is secured to obtain material under obscure headings where the demand has exhausted the material under the known heading. Material to meet such requests is always ready for the borrower the following morning. In the case of the high schools and the Y. M. C. A., pictures are delivered by motorcycle semiweekly.

Napoleon, Shakespeare, District of Columbia, Indians, Revolutionary War, and Civil War are among the subjects the resources on which have been greatly enlarged. Two new filing cases and a cutting machine have added to the working equipment.

Upon invitation several newspaper representatives have visited the collection and made suggestions for increasing certain lines most useful to them.

The bird bulletins furnished yearly by the United States Biological Survey were received during the migration from February to the middle of May. During this period the colored bird pictures illustrated the announcements on the bulletin board in the lobby.

EXHIBITIONS.

The usual custom of supplementing the lectures given by the Washington Society of the Fine Arts by photographs has been followed this year. Dr. James P. Haney, the first lecturer, whose subject was "With sketch book in Spain," illustrated his lecture by sketching in charcoal and crayon. These sketches were placed on exhibition with the photographs, and added to the

interest of the display. The photographs exhibited represented the architectural monuments, cathedrals, palaces, and castles of Spain.

A lecture on "City planning in ancient times" was given by Dr. Mitchell Carroll. Numerous views of ancient cities supplemented this address. Interesting pictures of colonial houses and artistically furnished rooms and halls were used in connection with Miss Florence Levy's lecture on American furniture.

A creditable display of material was held in the lecture hall during the sessions of the History Teachers' Association of the Middle States and Maryland. The old prints of early Washington added to Mrs. Ellen Spencer Mussey's talk on "Historic Washington," while the historical pictures of Napoleon, his wars and times, showed the extent of the Library's illustrative material for use in history teaching.

The pictures to remain in the cases during the summer months are prints in color, sepia, black and white of the Italian and Spanish schools of painting.

DEPARTMENT FOR THE BLIND.

Miss Esther J. Giffin, assistant in charge of the work for the blind, was during the last fiscal year on the staff of the Library of Congress, but ministered to blind readers at the Public Library. She reports as follows:

Since October 20, when the books for the blind were transferred to the Public Library, there have been 365 books lent and 279 returned, as follows:

Months.	American Braille.		English Braille.		Line.		Moon.		New York point.		Total.	
	Lent.	Re-turned.	Lent.	Re-turned.	Lent.	Re-turned.	Lent.	Re-turned.	Lent.	Re-turned.	Lent.	Re-turned.
October.....	3		5	7	3		2		24	26	37	33
November.....	3	2	12	12	3		7		48	37	73	51
December.....			3	1				1	31	21	34	23
January.....	2	1	10	6	2	1	3	2	26	20	43	30
February.....	1	1	6	4	3	1	4	2	14	12	28	20
March.....	2	3	15	9	5	8	2	4	25	16	49	40
April.....	9	5	2	1			4	5	21	19	36	30
May.....			2	1				9	9	10	11	11
June.....		3	6	4			2	4	46	30	54	41
Total.....	20	15	61	45	16	10	24	18	244	191	365	279

The collection of embossed books in 912 titles, 1,409 volumes, is distributed as follows:

	Titles.		Volumes.	
Braille.....	64		90	
Braille, American.....	78		103	
Braille, Esperanto.....	15		25	
Foreign books.....	19		21	
Line type.....	226		352	
Moon's type.....	64		126	
New York point.....	446		402	
Total.....	912		1,409	

The following embossed periodicals are on file: American Braille: Braille Transcript (musical), Christian Record, and Matilda Ziegler Magazine for the Blind. English Braille: Channels of Blessings, Daily Mail (weekly edition), and Hora Jucunda. Esperanto Braille: Ligilio. French Braille: Tribune des Aveugles. Moon's type: Moon Magazine. New York point: Catholic Transcript for the Blind, Christian Record, Free Press, Matilda Ziegler Magazine for the Blind, and Weekly Review for the Blind.

The collection of embossed music for circulation consists of 35 piano selections, 4 organ selections, and 2 violin pieces, besides odd numbers of musical magazines.

The following letter-press periodicals relating to the blind are on file: The Blind, Blinder Freund, Braille Review, California News, Florida School Herald, Outlook for the Blind, Rocky Mountain Leader, Utah Eagle, Valentin Haüy, Von Unsern Blinden, Washingtonian.

The attendance at the entertainments and department for the blind was as follows: 809 blind and 6,416 sighted persons, making a total of 7,225, have attended the volunteer entertainments for the season; also 113 blind and 275 sighted persons, making a total of 388 persons, have visited the department for the blind at the Library of Congress and the Public Library. Totals, 922 blind, 6,691 sighted persons; grand total, 7,613.

There have been 10 readings, 7 dramatic readings, 12 lectures, and 32 music recitals given by the following volunteers:

Readers: Thomas Nelson Page, Mrs. Isaac R. Sherwood, Stanley Olmsted, Miss Frances Hagner, Mrs. Henry Farquhar, Mrs. Alexander McNeil, Edward Fowler Dickinson, Mrs. John Milton Gitterman, and Edward Lowe Temple.

Dramatic readers: Hon. Geo. A. Loud, Mrs. Howell Smith, Miss Emavieve Rose, Mrs. Frank N. Willis, Miss Victoria Siddons, and Prof. Willoughby Reade.

Lecturers: Mrs. Wilbur F. Crafts, Dr. Tom Williams, Dr. L. F. Kebler, Mrs. James L. Slayden, Miss M. Eleanor Ford, Mrs. Josephine Tighe, Miss Nettie Lovisa White, Dr. J. B. Clayton, Miss Isabel Goodhue, Edward P. Fitch, George F. Bowerman, and James B. Kent.

Musicians: Sopranos: Mrs. H. Clay Browning, Mrs. Isaac Gans, Miss Marion MacFall, Miss A. C. D. Murray, Miss Angela F. Small, Mrs. Hazel Wegner Reeder, Miss Mary L. Meyer, Mrs. Ethel Holtzclaw Gawler, Miss Zoe Miller, Mrs. Fannie Atlee Gage, Miss C. L. Corg, Miss Helen Todd, Miss Roberts, Mrs. Walter A. Gibbs, Miss Bertha Hanson, Miss Anita Dietrich, Mrs. Arthur G. Dunn, and Mrs. William P. Spurgeon. Mezzo sopranos: Mrs. Mabel Owen Beard, Miss Netta Craig, and Miss Hilda Koehler. Contraltos: Miss Catherine Bates, Miss Lillian Chenowith, Miss Katherine Lee Jones, Miss E. Louise Patterson, Mrs. Blanch Muir Dalglish, Mrs. Ralph P. Barnard, Miss Harriette Whiting, and Miss Elizabeth Leckie. Tenors: McFarland Brockett, W. S. Atherholt, Richard P. Backing, and Dr. Hoofnagle. Baritones: Rev. John Glushak and Earl Carbaugh.

Violinists: French S. Hufty, Miss Ruby Stanford, Hobart H. Ramsdell, Miss Louise M. Farrow, Wade Beal, Earle Wagner, Mrs. Rose Maxwell Dickey, Frank Mosky, Miss Friede Hanf, and Miss Koechling.

Pianists: Mme. Marine von Unschuld, Miss Clarine McCarty, Mrs. Isaac Gans, Mrs. Kerr, Harry Patterson Hopkins, Mrs. Dorothy H. Baxter, Louis Potter, Miss C. L. Grady, Miss Susie Duffy, J. Francis Germailler, Miss Katherine McNeal, Miss Florence T. Lyon, Miss Harrison, Miss Mary Yonger, Franz Boushee, Miss Mildred Reeder, Miss Helen Pyles, Mrs. M. H. Burdette, Miss Marie Hanson, William A. Engle, Jr.; Mrs. May Ramsdell, Miss Bessie Jeffords, Miss Etta Schmid, Miss Ethel Tozier, Miss Mabel Roberts, Miss Parker, Mrs. Mary S. Parker, Miss May Matthews, Miss Slora Kamppe, Fulton B. Karr, Arthur D. Mayo, Mrs. Susan Yerby, and Miss Adeline Emmert.

Cellists: Miss Ethel Lee, Paul C. Ramsdell; William S. de Luca, piccolo and flute; Miss Pansy Cozlin, mandolin; Miss Glennie L. Tomlinson, mandolin; and Dr. W. E. Diffenderfer, cornet soloist.

Accompanists: Mrs. Grace Dufour Brown, Mrs. Earl Carbaugh, Mrs. Hughes, Mrs. George Clement, Miss Marguerite O'Toole, Miss Oyster, Mrs. S. Oppenheimer, Mrs. Elsie Bond Bischoff, Mrs. Swift, Miss Mildred de Luca, and Miss Ellen F. Meyer.

Whistling and singing: Miss Genevieve Small, Miss Jess A. Bloomer, and Miss Speer.

Twenty-nine persons are copying books in American Braille, English Braille, and New York point. The blind copyists have been paid by Mrs. Rebecca McManus Calfelt, who presents the copied books to the library. The others are volunteer copyists.

LECTURE HALL AND STUDY ROOM USE.

The following is a record in detail of the various organizations using the lecture hall, the speakers, their subjects, and the attendance of the public meetings, so far as such records were kept.

Date.	Organization.	Lecturer.	Subject.	Attendance.
1910.				
Oct. 13	Chemical Society ¹			
18	Anthropological Society	Dr. Capitan	Prehistoric archaeology of France.	
19	District of Columbia Library Association. ¹			
Nov. 9	do	Miss Ruth Putnam	A reader's experiences.	
15	Anthropological Society ¹	Dr. A. Hrdlicka	Recent explorations in Peru.	37
17	Washington Society of the Fine Arts.	Dr. James P. Haney	Sketching in Spain.	232
18	Washington Readers' Club	Miss Emma L. Ostrander.	Recital.	105
25	Association for the Prevention of Tuberculoels.	Dr. E. C. Schroeder	Fight for pure milk.	85
Dec. 5	United States Civil Service Retirement Association.			171
9	Washington Readers' Club	Miss Isabel M. Pechim.	Recital.	189
12	Civil Service Council	John T. Doyle, H. D. Brown.		204
13	Washington Society of the Fine Arts.	Charles H. Caffin	Review of Corcoran Gallery of Art exhibition.	300
14	District of Columbia Library Association. ¹			66
20	Anthropological Society ¹			33
1911.				
Jan. 9	Civil Service Council			206
11	District of Columbia Library Association. ¹			65
12	Woman's Suffrage Association	Dr. Winbigler	Suffrage.	175
17	Anthropological Society ¹			20
17	Washington Society of the Fine Arts.	Mitchell Carroll	City planning in ancient times.	240
20	Washington Readers' Club	Several	Miscellaneous.	206
23	High School Teachers' Association	Samuel McC. Crothers.	In the hands of a receiver.	173
26	Stanton Suffrage Club	Mrs. Ida H. Harper	Politicians and woman Suffrage.	214
Feb. 10	Women's Single Tax Club	J. H. Ralston, Bolton Hall.	Taxation and unemployment.	94
14	Washington Society of the Fine Arts.	Florence N. Levy	Early American furniture.	226
15	District of Columbia Library Association. ¹	Dr. S. L. Knapp		79
21	Anthropological Society ¹			47
Mar. 8	District of Columbia Library Association. ¹			49
10	History Teachers' Association (2 sessions). ²	Several	Teaching economics.	
11	do	Mrs. E. S. Mussey	Historic Washington.	
14	Washington Society of the Fine Arts.	Miss Sarah G. Flint	Textiles.	84
17	Washington Readers' Club	Miss Ada L. Townsend	The Colleen Bawn	235
21	Anthropological Society ¹			25
22	Women's Interdenominational Missionary Union.	Mrs. J. E. Gilbert	What our mothers have told us.	41
26	Tennessee Society	F. H. Poston	Land of 1,000 wonders, California.	139
29	Women's Interdenominational Missionary Union.	Mrs. L. C. Douglas	Ladies lost	55
Apr. 5	do	Mrs. W. F. Crafts	Missionaries at work.	57
8	Civil Service Council			279
17	Washington Society of the Fine Arts.	Edwin Wiley	Barbizon School	139
18	Anthropological Society ¹			17
19	Women's Interdenominational Missionary Union.	Mrs. W. H. Baker	Women behind the work.	43
26	do	Mrs. F. J. Goodwin	New women of the Orient.	59
May 3	Society for Philosophical Inquiry ¹	Several	In honor of William Jones.	
3	Women's Interdenominational Missionary Union.	Mrs. G. T. Prewitt	Problems and policies	39
11	High School Teachers' Association ²			72
19	National Catholic Women's Circle	William L. Harris	Roman tradition in American art.	155
June 14	Daughters of Veterans, Ellen S. Mussey Tent No. 1.		Flag Day celebration	126
16	Persian American Educational Association (2 sessions).			244
17	do	Mirza Linore Raffle	The land of the night-ingle and rose.	439

¹ Met in the children's room.² Day meetings.

STUDY-ROOM USE.

The following is a list of the organizations meeting in one of the study rooms, with the number of meetings held:

Aera Club.....	6
Anthropological Society.....	2
Capitol Hill Literary Society.....	1
Dickens Fellowship.....	1
Emerson Five-foot Study Club.....	11
Forum.....	35
Health and Happiness Club.....	38
League of American Pen Women.....	8
Roycroft Study Club.....	15
Society for Philosophical Inquiry.....	14
Society of Applied Arts.....	20
Twentieth Century Club sections.....	53
Volunteers' Meeting for Home Libraries.....	2
Women's National Press Association.....	3
Total.....	209

BOOK ORDER DEPARTMENT.

Miss Emma Hance, chief of the order department, reports as follows on the accessions to the library:

During the last fiscal year 17,558 volumes were added to the library—more than ever before in one year. Of this number 10,625 were purchases, 1,224 were gifts, 5,394 were received by copyright transfer from the Library of Congress, and 315 were serials bound. The number of books withdrawn was 5,794; 32 previously counted withdrawn were found, making the net withdrawals 5,762. On June 30, 1911, the net strength of the library was 132,873; the net increase over last year was 11,796.

A total of \$9,778.56 was spent for books from the following funds: Congressional appropriation, \$7,500; desk fund, \$2,271.91; Woman's Anthropological Society fund, \$6.65. The amount spent from the desk fund includes \$736.22 used to purchase 692 volumes for the duplicate collection.

Six hundred volumes, including 485 books of new fiction and 115 juveniles, were reviewed during the year. Of this number 347 were accepted and 253 rejected.

Last year 194 books were purchased for library users leaving recommendations, and 83 books were hunted up for patrons who had been unable to find the books on the shelves and who had left "always out" slips.

The receipt of copyright transfers from the Library of Congress during the past year has greatly affected the work of this department. Section 59 of the copyright law which took effect July, 1909, provided:

"That of the articles deposited in the copyright office under the provisions of the copyright laws of the United States or of this act, the Librarian of Congress shall determine what books and other articles shall be transferred to the permanent collections of the Library of Congress, including the law library, and what other books or articles shall be placed in the reserve collections of the Library of Congress for sale or exchange, or be transferred to other governmental libraries in the District of Columbia for use therein."

As this library was in this instance considered as one of the "governmental libraries in the District of Columbia," it was thus made possible for the Library of Congress to transfer to us many books not needed for its own use, including books in foreign languages. Since December, 1910, when the plan was put into actual operation, this library has received 5,714 copyright transfers, of which 320 were not accessioned. We have been able to estimate the cost of 5,000 of these volumes at \$5,888.19. It is evident that by this arrangement a great deal of very valuable material is being acquired by this library. In fact, there is far more at our disposal than can be made available with the present force.

Besides purchasing books for the main library, both adult and juvenile, substantial additions have been made to the school duplicate collection. A beginning has been made toward purchasing the books for the Takoma Park branch, which is to be opened in the fall.

The experiment was tried of buying fiction and juvenile books from Mr. Emerson, of Philadelphia, in his library binding. This has proved very satisfactory.

CATALOGUE DEPARTMENT.

Miss Julia H. Laskey, head cataloguer, reports as follows on the work of the cataloguing department:

The figures for 1910-11 show a marked increase over those of 1909-10. Of the 13,044 volumes catalogued, 5,098, or 39 per cent, were new titles, an increase of 40 per cent over last year. Of the remaining number, 6,280 were duplicates, 574 replacements, and 1,092 added volumes of annuals, periodicals, and incomplete sets. The following table gives the record by months:

	1910					
	July.	August.	September.	October.	November.	December.
Volumes shelf listed.....	1,158	609	751	1,287	816	961
Volumes classified and catalogued.....	1,085	359	383	1,111	873	727
New titles catalogued.....	302	54	91	380	341	270
Parts of books catalogued.....	71	0	0	0	59	35
Cards written and filed.....	2,266	765	532	4,355	4,663	8,062

	1911						Total.
	January.	February.	March.	April.	May.	June.	
Volumes shelf listed.....	1,576	1,481	1,807	1,312	1,152	2,042	14,883
Volumes classified and catalogued.....	1,341	1,546	1,801	1,339	1,180	1,299	12,044
New titles catalogued.....	735	757	593	447	565	543	5,086
Parts of books catalogued.....	16	66	119	92	22	47	537
Cards written and filed.....	5,882	5,719	5,351	4,542	4,944	7,036	54,737

During the past year 45,500 cards were received from the Library of Congress for the depository catalogue, a number exceeding that of any previous year. It was therefore necessary to shift the entire catalogue and to add a new section.

The necessity of providing a separate catalogue for the technological department accounts for the large increase in the number of cards written. This catalogue, begun last October, consists of about 30,000 cards, 21,000 of which were copied from old entries, while the rest were made for books added during the progress of the work.

The method of duplicating by the use of the multigraph, as mentioned in last year's report, was begun in February, and thus far has proved a great timesaver. We use it not only for catalogue cards, but for making duplicate book cards to be held in reserve until the first cards have been filled up in charging. The advantages are twofold: (1) The multigraph can be operated by a page, thus releasing a trained assistant for more important work; (2) much less time is needed for revision and greater accuracy is assured.

One of the activities of the year has been the effort to make the catalogue more usable and attractive. To obviate useless poring over inches of cards, such live subjects as education, psychology, electricity, and history have been changed from a strict dictionary to a chronological arrangement. The new method has given such general satisfaction that we hope to develop it further during the coming year. The insertion into the catalogue of a plentiful supply

of guide cards now makes it almost impossible for a reader to miss finding what he seeks.

Owing to the still unfinished condition of the classification in use in this library, the work of revision has been continued under difficulties. The classifier has often to expand the system herself, and this consumes much of the time which the multiplicity of her duties as head cataloguer makes valuable.

Prominent among the features of the work outlined for the coming year will be the shelf listing and cataloguing of the books for the Takoma Park branch, revision of the shelf list and catalogue of the collection of embossed books for the blind, the classification and cataloguing of the musical scores donated to the library by the Georgetown Orchestra, and the music received by transfer from the Library of Congress under the new copyright law.

INVENTORY STATISTICS, 1911.

The losses for 1911 of adult circulating nonfiction are less by 113 volumes than those of the preceding year. It will be noted that of the 693 adult nonfiction volumes missing in 1910, 433 were found, leaving 260 actually missing. The method of keeping the record of missing books on cards instead of on sheets was found to work well, as it was more convenient for searching and saved time in copying lists.

	Missing 1911, in- cluding those mis- sing 1910.	Missing 2 years.	Missing 1911, ex- cluding those mis- sing 1910.	Missing 1910, found 1911.
Class A.....	1	1	1
Class B.....	16	5	11	15
Class C.....	14	3	11	5
Class D.....	4	4	1
Class E.....	44	20	24	23
Class F.....	40	7	23	29
Class G.....	48	14	24	29
Class H.....	31	7	24	16
Class I.....	17	7	10	15
Class J.....	21	4	17	11
Class K.....	6	3	3	4
Class L.....	66	23	43	10
Class M.....	14	5	9	8
Class N.....	6	3	3	1
Class O.....	2	2
Class P.....	4	1	3	2
Class Q.....	17	5	12	8
Class R.....	84	22	52	26
Class S.....	55	25	30	16
Class T.....	49	16	33	22
Class U.....	8	4	4	3
Class V.....	41	6	35	26
Class W.....	30	8	22	20
Class X.....	12	2	10	11
Class Y.....	140	37	103	103
Class Z.....	69	22	47	30
Total adult nonfiction.....	839	260	579	433
Reference room.....	72	28	44	9
Useful arts department (reference).....	8	5	3
Total reference.....	80	33	47	9
Fiction.....	1,102	568	534	290
Juvenile fiction.....	286	120	166	19
Juvenile nonfiction.....	402	136	266	45
Total juvenile.....	688	256	432	67
Grand total.....	2,769	1,117	1,652	799

In addition 436 volumes were reported missing from the station libraries, a total of 92 more than the preceding year. Of these 252 were fiction and 184 nonfiction.

BINDERY DEPARTMENT.

Miss Elizabeth P. Gray, supervisor of binding, reports as follows:

The output of the library bindery has been as follows:

	Volumes.	Cost.
Books bound:		
Binding fund.....	5,713	\$2,997.89
Desk fund.....	919	476.00
Duplicate collection bound, desk fund.....	555	262.80
Total bound.....	7,187	3,736.69
Call numbers gilded.....	4,085	163.40
Magazines prepared for circulation.....	1,728	120.96
Books repaired:		
Binding fund.....	1,379	122.85
Desk fund.....		15.00
Books reenforced.....	730	94.90
Total expenditure.....		4,253.80

The above table shows the several items for which the \$3,500 congressional appropriation for binding was spent, viz, binding, gilding, reenforcing current magazines, reenforcing publisher's bindings and repairing by the binding contractor. The desk fund appropriation was expended thus: Four hundred and seventy-six dollars for binding the main collection, \$262.80 for binding the duplicate collection, and \$15 for repair work by direct employment.

Substantial progress has been made in reducing the large accumulation of books in the repair room that are awaiting binding. The recent inventory shows considerably less than one-half the number of volumes on the shelves than were held a little more than one year ago. The timely appropriation from the desk fund has thus demonstrated its usefulness by enabling us to return to active use books in demand and to avoid the purchase of new volumes to take the places of those out of commission.

The character of the work has also improved. One process that has contributed quite as largely as any other to the finished appearance of the volume is the introduction of lithograph paper in place of plain manila for end sheets. These are not only more attractive, but the method of constructing the three-piece end papers with cambric joints overcomes difficulties experienced with former reenforcing strips.

Library buckram has superseded the use of full cloth for many books that are little used and for the sides of heavy volumes. The use of imperial morocco cloth for sides promises to be most satisfactory.

Our method of treating pamphlets and current magazines for circulation as described in the June, 1910, number of the Library Journal, brought many requests for samples from libraries all over the United States and a few from Canada and abroad.

A small exhibit of our different styles of binding was arranged for the visiting library schools. This and the demonstration of the several processes of the work in the bindery was shown to members of the staff and a few outside visitors.

The number of mutilated or otherwise imperfect books received in the repair room during a year has led us to adopt the following plan: When such a book reaches us, if we have a second copy and its condition is good and worth warrants it, it is systematically shelved and a record made with the imperfection noted. Before each truck of discarded books leaves the department their cards are filed. These are then compared with our records and any desired book held up by the page as the books are stamped withdrawn. As it requires but a few minutes to compare the cards and records the plan is proving of real value and material to perfect books worth from \$12 to \$15 has sometimes been saved from a single lot.

The fiction in the repair room has been arranged in sections and the number of copies in the library of the several titles looked up by the apprentice class, so that a closer watch is kept for last copies of out-of-print books and others difficult to replace.

Three hundred magazines have been bound, not quite as large a number as last year; but not as much money has been expended in completing sets. Among those brought up to date are the Society of Physical Research, Proceedings; United States Bureau of Standards Bulletin; Proceedings of the Washington Academy of Sciences; and the Wisconsin University bulletins of the various series.

A file of our library reports has been bound for each member of the board of trustees.

Our overcast sewing has proved so effective that a book once bound rarely needs further attention, so true economy consists in rebinding a book as well as possible early in its library life. This is especially important if the volume contains valuable plates and maps, for if these are not secured by prompt binding their loss practically destroys the value of the book.

Whatever can be saved through binding is a saving in book purchase and comes back to the public in a larger number of titles and in increased average neatness of the collection as a whole. An increase in the binding fund is therefore eminently necessary, not only to bring our binding up to date but to enable us to rescue volumes from possible loss as soon as our judgment warrants their rebinding.

APPRENTICE CLASS.

In addition to her duties as supervisor of school work, Miss Georgette Ross had charge of the apprentice class, on which she reports as follows:

The seventh apprentice class was anticipated by a meeting of heads of departments at which some changes were made in the course previously given. It was decided to devote the first month (November) to lectures and study, the practice work to begin on December 1. Several lectures, "Professional periodicals," "The personal side of library work," etc., were added to the course, and the instruction in reference, periodicals, cataloguing, and book selection was developed. It was a privilege to count among the lecturers Mr. H. H. B. Meyer, chief bibliographer of the Library of Congress, and Mrs. Neilgh, associated in the work of Neighborhood House.

Of the 22 applicants, 11 were admitted to the class, 4 of whom were appointed before April to permanent positions in the library, 1 other having had three temporary appointments during the course. On the successful completion of the work on April 30, 7 received certificates. It is expected that 3 of this number will receive temporary appointments during the summer.

It was the unanimous opinion of the class this year that in the future the course should be lengthened to either 7 or 8 months. After discussion at meetings of heads of departments held to consider the apprentice class of 1911-12, it was decided that the course should be given from November 1 to June 1. It was also decided that candidates should be permitted to serve a preliminary apprenticeship of one month (either July or August) during the summer. With this end in view the young women graduating from the several high schools were addressed on library work as a profession. Of the 5 applicants for the summer apprenticeship, 3 were received.

As a result of each year's experience the apprentice course is improving, and it is expected that another year will find it more systematized, broader in scope, and demanding higher qualifications from applicants admitted.

PERIODICALS DIVISION.

Miss Katharine K. Patten reports as follows on the current periodicals, of which she is in charge:

The library now receives 517 different magazines and newspapers; 229 duplicates are taken for circulation and staff use, making a total of 746 magazines on file. Of these, 203 are gifts sent for the most part by the publishers. The larger number of these gifts are technical and are shelved in the useful arts room. The list of magazines on pedagogical subjects and the duplicate copies taken for circulation remain the same as last year.

In order to secure more space in the reading room and also better to protect the current numbers, the magazines were moved to the opposite side of the room, and those on education were placed in the file with the others. This arrangement has proved very satisfactory, and apparently the magazines on education have more use by the general reader than formerly.

At the beginning of the year it was decided for the purpose of economy to discontinue our subscriptions to the various religious denominational weeklies, and to have on the shelves only those which could be secured as gifts, as a number were already being received in this way. A circular letter was sent to the publishers explaining this. All, with one exception, responded generously, so that our list of magazines published by the different religious denominations remains practically the same.

The library has made a point for some time of securing copies of different magazines and newspapers published in Washington to be kept on file. We are now receiving currently 33 different titles of magazines published in the District of Columbia, outside of the regular Government publications.

The following periodicals are regularly received as gifts:

Technical periodicals purchased from the Henry Pastor memorial fund.

American Engineer.	Engineering Record.
American Homes and Gardens.	Gas Engine.
American Machinist.	Horseless Age.
American Medicine.	Ice and Refrigeration.
American Society of Civil Engineers,	Inland Printer.
Transactions.	International Marine Engineering.
Architectural Record.	Iron Age (weekly).
Automobile.	Keith's Magazine on Home Building.
Breeders' Gazette.	Keramic Studio.
Brickbuilder.	Merchants' Record and Show Window.
Cassier's Magazine.	Motor.
Cement Age.	Motor Boat.
Electric Journal.	Municipal Engineering.
Electrician and Mechanic.	Municipal Journal and Engineer.
Engineering and Mining Journal.	Power and Engineer.
Engineering-Contracting.	Scientific American and Supplement.
Engineering Magazine.	Telephony.
Engineering News.	Woodcraft.

Periodicals purchased from the Woman's Anthropological Society fund.

American Antiquarian and Oriental	Psychological Review and Bulletin.
Journal.	Records of the Past.
American Journal of Psychology.	

Periodicals given by the United States Bureau of Education.

American Industries.	Good Health.
American Statistical Association Pub-	Harvard Law Review.
lications.	Missionary Herald.
Architects and Builders' Magazine.	Musical Courier.
Christian Advocate.	New Philosophy (Swedenborg).
Christian Advocate, Methodist Episco-	Phrenological Journal.
pal Church South.	Reform Advocate.
Electrical Review and Western Elec-	Stenographer.
trician.	Woodworker.
Electrical World.	
Engineers' Society of Western Penn-	
sylvania, Proceedings.	

Other periodicals regularly received as gifts.

[Unless otherwise stated, they are given by publishers.]

Advocate of Peace.	American Annals of the Deaf. (Dr.
Agricultural Advertising.	E. A. Fay.)
Alumni Record.	American Blacksmith.

- American Bottler.
 American Bulletin.
 American Carpenter and Builder.
 American Carpet and Upholstery Journal.
 American Clay Magazine.
 American Conservation.
 American Druggist.
 American Federationist.
 American Gas Light Journal.
 American Institute of Architects, Quarterly Bulletin. (Mr. Glenn Brown.)
 American-Japanese Trade Journal.
 American Laundry Journal.
 American Marine Engineer.
 American Medical Association Journal. (Mr. J. F. Saul.)
 American Penman.
 American Poultry Advocate.
 American Poultry World.
 American Shoemaking.
 American Suburbs.
 American Sugar Industry.
 Amerika Esperantisto. (Washington Esperanto Association.)
 Appeal to Reason.
 Arts and Decoration.
 Association of Collegiate Alumnae. (Mr. G. F. Bowerman.)
 Beach's Magazine.
 Bicycling World.
 Billboard.
 Boston Ideas.
 Brewer's Journal.
 Brill Magazine.
 British Esperantist.
 Brotherhood of Locomotive Firemen and Engineers' Magazine.
 Buddhist Review. (Miss Haines.)
 Builder.
 Bureau of Railway Economics, Bulletin.
 Bureau of Railway News and Statistics.
 Business.
 Business Education.
 Business Journal.
 Business Philosopher.
 Canal Record.
 Carpenter.
 Carriage Monthly.
 Cat Review.
 Caterer.
 Catholic Book News.
 Cement World.
 Century Path. (Miss Corbin.)
 Chautauquan Quarterly.
 Christian Cynosure.
 Christian Register.
 Christian Science Journal.
 Christian Science Sentinel.
 Clothier and Furnisher.
 Club Woman's Magazine.
 Coming Country.
 Compressed Air.
 Concrete.
 Cook's American Traveler's Gazette.
 Courier, Davos.
 Current Topics.
 Decorative Furnisher.
 Electric Traction Weekly.
 Engraver and Electrotyper.
 Examiner.
 Factory.
 Fleet Review.
 Fly. (Mr. E. H. Young.)
 Forerunner.
 Franklin Institute, Journal of. (Mr. E. P. Cowell.)
 Fruit-grower.
 Furniture Magazine.
 Garage.
 General Electric Review.
 Girls.
 Gleanings in Bee Culture.
 Government Accountant. (Association of American Government Accountants.)
 Grand Rapids Furniture Record.
 Gregg Writer.
 Hardware Dealers' Magazine.
 Helper.
 Herald of the Cross.
 Herald of the Golden Age.
 Hoard's Dairymen.
 Holy Cross Magazine.
 Horseshoer's Journal.
 Horticulture.
 Howard University Journal.
 Hub.
 International Bureau of American Republics Monthly Bulletin.
 International Language. (Mr. W. H. Allen.)
 Liberia.
 Living Church.
 Lumber Trade Journal.
 Lutheran Observer.
 Machinists' Monthly Journal.
 Mail Order Journal.
 Marine Journal.
 Mekeel's Weekly Stamp News.
 Merck's Report.
 Metal Worker.
 Mid-Pacific Magazine.
 Mining World.
 Modern Methods.
 Modern Sanitation.
 Modern Sugar Planters' Journal.
 Monthly List of State Publications.
 Monthly Musical Record.
 Monthly Record of Scientific Literature.
 Motor Cycle.
 Motorcycle News.
 Motor Cycling.
 Moving Picture News.
 Moving Picture World.
 National Engineer.
 National Hibernian.
 National Laundry Journal.
 National Printer Journalist.

Navy.
 New Church League Journal.
 New-Church Review.
 New York Observer.
 North German Lloyd Bulletin.
 Novelty News.
 Numismatist.
 Office Appliances.
 Oil, Paint, and Drug Reporter.
 Opportunity.
 Painter and Decorator.
 Pathfinder.
 Pharmaceutical Era.
 Phonographic Magazine.
 Pitman's Journal.
 Popular Electricity.
 Postal Information.
 Postal Record.
 Practical Electricity.
 Practical Engineer.
 Print Collectors' Quarterly.
 Progressive Stenographer.
 Public.
 Public Service.
 Publicity Magazine.
 Reliable Poultry Journal.
 Review.
 Sabbath Recorder.
 Sample Case.
 School.
 Scranton Board of Trade Journal.
 Sheet Metal Shop.
 Shorthand Writer.
 Sibley Journal.
 Single Tax Review.
 Soda Fountain.
 South Carolina State Magazine.
 Southern Planter.
 Southern Poultryman.
 Southern Printer.
 Steam Shovel News.
 Stone.
 Student's Art Magazine.
 Students' Journal.
 Sunday Companion.

Theosophical Quarterly.
 Trades Unionist.
 Training School.
 Trinity College Record.
 Typographical Journal.
 United States Army List and War Record.
 United States Bureau of Standards Bulletin.
 United States Bureau of Statistics, Bulletin—Steam Roads.
 United States Congressional Record (Senator J. H. Gallinger.)
 United States Crop Reporter.
 United States Daily and Monthly Consular Reports.
 United States Diplomatic List.
 United States Labor Bulletin.
 United States Monthly List of Publications.
 United States Monthly Summary of Commerce and Finance.
 United States Monthly Weather Review.
 United States Patent Office, Alphabetical List and Official Gazette.
 United States Public Documents Catalogue.
 University Courier.
 University Hatchet.
 University of Illinois Bulletin.
 Violin World.
 Volta Review.
 Washington American.
 Washington Evening Star.
 Washington Herald.
 Washington Journal (Wochen-blatt).
 Washington News Letter.
 Washington Post.
 Washington Times.
 Water and Gas Review.
 Weekly People.
 Western Monthly.
 Woodworker.

Libraries regularly sending bulletins.

Atlanta, Ga., Carnegie Library.
 Boston, Mass., Museum of Fine Arts.
 Boston, Mass., Public Library.
 Brockton, Mass., Public Library.
 Brookline, Mass., Public Library.
 Brooklyn, N. Y., Pratt Institute Free Library.
 Brooklyn, N. Y., Public Library.
 California State Library.
 Cambridge, Mass., Public Library.
 Chicago, Ill., Public Library.
 Cleveland, Ohio., Public Library.
 Detroit, Mich., Public Library.
 Galveston, Tex., Rosenberg Library.
 Grand Rapids, Mich., Public Library.
 Haverhill, Mass., Public Library.
 Helena, Mont., Public Library.
 Holyoke, Mass., Public Library.

Indiana Public Library Commission.
 Iowa State Library Commission.
 Jacksonville, Fla., Free Public Library.
 Jersey City, N. J., Free Public Library.
 Manchester, England, Public Free Libraries.
 Michigan State Library.
 Minnesota Public Library Commission.
 New Bedford, Mass., Public Library.
 New Orleans, La., Public Library.
 New York Public Library.
 New York State Library.
 North Carolina Library Commission.
 Norwich, Conn., Otis Library.
 Ohio State Library.
 Omaha, Nebr., Public Library.
 Pittsburgh, Pa., Carnegie Library.

Portland, Oreg., Library Association.
 Providence, R. I., Public Library.
 Rockford, Ill., Public Library.
 St. Louis, Mo., Public Library.
 Salem, Mass., Public Library.
 San Francisco, Cal., Public Library.
 Scranton, Pa., Public Library.
 Springfield, Mass., City Library Association.
 Syracuse, N. Y., Public Library.
 Toronto, Canada, Public Library.

Vermont Library Commission.
 Virginia State Library.
 Waltham, Mass., Public Library.
 Waterbury, Conn., Silas Bronson Library.
 Wilkes-Barre, Pa., Osterhout Free Library.
 Wilmington, Del., Institute Free Library.
 Wisconsin Free Library Commission.

SELECT LIST OF DONORS.

All gifts of books, periodicals, prints, etc., received by the library are formally acknowledged by post. Such gifts (not including the copyright transfers received from the Library of Congress) comprised last year the following classes of material: 3,392 bound and 446 unbound volumes, 3,659 pamphlets, 1,971 numbers of magazines, 301 pictures, 64 post cards, 34 portfolios, 820 leaflets, 19 pieces of music, 106 maps and charts, in addition to one collection of music and collection of pictures not separately counted.

The following is designed to be a complete list of individual donors residing in Washington, together with a few living outside the city. To give a list of all persons, firms, and institutions contributing publications would require many pages of this report:

Abbe, Prof. Cleveland.
 Adams, Mrs. Emma H.
 Adams, Mrs. Jennie C.
 Adler, H. S.
 Allen, Walter C.
 Andrews, Miss C. E.
 Bates, W. H.
 Bayley, Miss Margaret.
 Reckert, Frank O.
 Bennet, Hon. William S.
 Borah, Hon. William E.
 Bourne, Hon. Jonathan, Jr.
 Bowerman, Mrs. George F.
 Bradford, E. S.
 Braendle, Fred A.
 Brinton, Mrs. E. S.
 Carl, H. F.
 Carpenter, C. F.
 Cary, Hon. William J.
 Casey, Col. Thomas L.
 Clapp, E. Dwight.
 Clarke, James H.
 Clephane, Mrs. Lewis.
 Closson, Mr. and Mrs. William B.
 Colburn, A. R.
 Coldren, F. G.
 Craig, Admiral J. E.
 Dacey, J. W. A.
 Davison, Mrs.
 Day, Mrs. Florence W.
 Depew, Hon. Chauncey M.
 Desha, Miss Mary.
 Dobyns, Thomas A.
 Dodge, C. R.
 Domer, H. T.
 Doolittle, Myrick H.
 Elliot, Dr. Llewellyn.
 Evermann, Dr. Barton W.
 Ewin, James L.
 Fisher, Mrs. S. T.

Foster, Miss Cora B.
 Gallinger, Hon. J. H.
 George, M. R.
 Goldenweiser, E. A.
 Gonzas, R. H.
 Goulden, Hon. Joseph A.
 Greene, D. D., Rev. S. H.
 Hance, Miss Emma.
 Hartwell, Miss Mary A.
 Hassan, Mrs. A. F.
 Heltmiller, Miss Pauline.
 Henshaw, P. E.
 Hicks, Mrs. M. F.
 Hollingsworth, S. P.
 Hollister, Mrs. Lillian M.
 Hughes, Miss Emma.
 Huldekoper, Mrs. F. W.
 Hunneman, J. C.
 Iles, George (New York City).
 Ireland, Mrs. Mary E.
 Keeler, Mrs. C. O.
 Kendall, Mrs. John B.
 Kleim, Miss L.
 Kurowsky, Mrs. A. T. von.
 Larnier, John B.
 Laskey, Miss Julia H.
 Lawrence, Miss Ella F.
 Laws, Dr. S. S.
 Lodge, Hon. H. C.
 Long, Miss A. E.
 Loomis, John T.
 Lord, Daniel W.
 McCreary, Hon. George D.
 Macrae, Mrs. N. M.
 Magruder, Dr. G. Lloyd.
 Martin, Charles A.
 Martin, Mrs. George D.
 Matteson, William F.
 Merrick, Miss Mary (Ellicott City, Md.).
 Mindeleft, Mrs. Victor.

Moore, Hon. J. Hampton.
Myers, Miss O. F.
Neligh, Mrs. J. P. S.
Newcomb, H. T.
Newell, Dr. F. H.
Nichols, Miss Helen G.
Noyes, Theodore W.
O'Donoghue, Rev. Martin.
Patten, Miss Katharine K.
Payne, Hon. Sereno E.
Plummer, F. G.
Pratt, Hon. Charles C.
Pratt, Miss S. R.
Raymond, Dr. George L.
Read, Albert M.
Reinmiller, G. W.
Ridgeway, Dr. Thomas E.
Russell, D. D., Rt. Rev. William T.
Sahm, Louis.
Schayer, Mrs. Julia.
Schuring, H.
Smith, Hon. Samuel W.

Smoot, Hon. Reed.
Solberg, Thorvald.
Stiles, Mrs. A. W.
Stoneroad, Miss Rebecca.
Sulzer, Hon. William.
Swindells, Mrs. S. A.
Thayer, Hon. Rufus H.
Thompson, Miss Amy G.
Thompson, Eugene E.
Waring, Luther H.
Warren, Hon. F. E.
Watrous, Richard B.
Weeks, Hon. John W.
Weltzel, Fred W.
Wilcox, Gen. T. E.
Wilkins, J. E.
Will, Prof. T. E.
Willis, Mrs. Frank.
Woodward, S. W.
Wright, Miss Eleanor E.
Young, H. M.
Young, Hon. Lafayette.

REPORT OF THE TREASURER.

GENTLEMEN: I have the honor to submit herewith a report of my receipts and disbursements as treasurer of the Free Public Library of the District of Columbia during the fiscal year ended June 30, 1911:

RECEIPTS.

Balance on hand July 1, 1910.....	\$826. 82
Fines:	
Adult	\$3, 181. 12
Juvenile	418. 28
Stations	96. 64
Total	3, 646. 04
Duplicate collection	1, 101. 25
Reserves	88. 68
Reissued cards	112. 45
Books lost and injured	198. 88
Sale of catalogues 67
Refunds on magazines	3. 73
Interest on deposit American Security & Trust Co.	20. 07
Total	5, 497. 59
Shortage in deposit Sept. 2, 1910 10
Grand total	<u>5, 497. 49</u>

EXPENDITURES.

Books (main collection)	\$1, 535. 69
Books (duplicate collection)	738. 22
Periodicals	1, 046. 58
Rebinding books (main collection)	476. 00
Rebinding books (duplicate collection)	244. 47
Rebinding books, wages	29. 00
Traveling expenses	72. 15
Membership fees in learned societies	50. 00
Reimbursing emergency fund	75. 00
Post cards	200. 00
Premium on bond of treasurer	6. 25
Pictures	52. 70
Auditing books (covers several years)	20. 00
Miscellaneous	5. 80
Total	4, 549. 86
Balance on hand June 30, 1911	947. 63
	<u>5, 497. 49</u>

Donation fund, including Henry Pastor memorial fund and Woman's Anthropological Society fund.

GEORGE F. BOWERMAN, *Treasurer.*

IN ACCOUNT WITH THE PUBLIC LIBRARY.

CR.				DR.
1910.				
July 1	To balance in hands of treasurer	\$265. 37	Expended for membership fees in associations	\$12. 97
Nov. 4	To check, Washington Sanitary Improvement Co	25. 00	Expended for periodicals	115. 90
1911.			Expended for books	6. 65
Jan. 7	To check, James T. Du Bois	50. 00	Expended for transportation of books	8. 50
Apr. 11	To check, Washington Sanitary Improvement Co	25. 00	Total	144. 02
May 8	To check, Mrs. L. O. Austin	10. 00	June 30, by balance in hands of treasurer	236. 23
	To credit, interest on deposit	4. 88	Total	390. 25
	Total	380. 25		

REPORT OF BOARD OF TRUSTEES PUBLIC LIBRARY.

IN ACCOUNT WITH THE HENRY PASTOR MEMORIAL FUND.

Cr.			Dr.	
1910.				
July 1	To balance in hands of treasurer.....	\$50.31	Expended for periodicals.....	\$100.00
1911.			June 30, by balance in hands of	
Jan. 7	To check, James T. Du Bois.....	50.00	treasurer.....	.31
	Total.....	100.31	Total.....	100.31

IN ACCOUNT WITH THE WOMAN'S ANTHROPOLOGICAL SOCIETY FUND.

Cr.			Dr.	
1910.				
July 1	To balance in hands of treasurer.....	\$29.51	Expended for membership fees.....	\$12.97
Nov. 4	To check, Washington Sanitary Im-		Expended for periodicals.....	15.90
	provement Co.....	25.00	Expended for books.....	6.65
1911.			Total.....	35.52
Apr. 11do.....	25.00	June 30, by balance in hands of	
			treasurer.....	43.90
	Total.....	79.51	Total.....	79.51

SUMMARY OF RECEIPTS AND EXPENDITURES.

Congressional appropriations furnish the principal maintenance funds for the library. They are disbursed on pay rolls and vouchers audited by the District auditor. A complete financial statement of the library should combine these appropriations and the funds controlled by the library trustees. Except as otherwise provided by law all congressional appropriations revert unless expended within the fiscal year for which they are made. That is true of all the library appropriations for the past year and there are therefore no balances of these funds to carry forward. In the following summary are combined the receipts and expenditures from the appropriations and from the desk and donation funds:

RECEIPTS.

Congressional appropriations:

Salaries—

Regular roll.....	\$39,440.00
Sunday and holiday roll.....	1,700.00
Employment of substitutes.....	1,000.00
For books.....	7,500.00
For binding.....	3,500.00
For contingent expenses.....	8,000.00
	<u>\$61,140.00</u>

Desk fund:

Balance June 30, 1910.....	326.82
Receipts, including interest and refunds on maga-	
zines.....	5,171.17

Donation fund:

Balance June 30, 1910.....	265.87
Receipts, including interest.....	114.88

Total library funds..... 5,877.74

Total receipts..... 67,017.74

EXPENDITURES.

Salaries	\$42,140.00
Books	9,778.56
Subscriptions to periodicals	1,162.48
Membership fees, learned societies	62.97
Binding	4,249.47
Contingent expenses	8,440.40
<hr/>	
Total expenditures	\$65,833.88
Balance June 30, 1911	1,183.86
<hr/>	
	67,017.74

Respectfully submitted.

GEORGE F. BOWERMAN, *Treasurer.*

The BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY.

APPENDIX.

The Public Library of the District of Columbia was created by act of Congress approved June 3, 1896, as follows:

AN ACT To establish and provide for the maintenance of a free public library and reading room in the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a free public library and reading room is hereby established and shall be maintained in the District of Columbia, which shall be the property of the said District and a supplement of the public educational system of said District. All actions relating to such library, or for the recovery of any penalties lawfully established in relation thereto, shall be brought in the name of the District of Columbia, and the commissioners of the said District are authorized on behalf of said District to accept and take title to all gifts, bequests, and devises for the purpose of aiding in the maintenance or endowment of said library; and the commissioners of said District are further authorized to receive, as component parts of said library, collections of books and other publications that may be transferred to them.

SEC. 2. That all persons who are permanent or temporary residents of the District of Columbia shall be entitled to the privileges of said library, including the use of the books contained therein, as a lending or circulating library, subject to such rules and regulations as may be lawfully established in relation thereto.

SEC. 3. That the said library shall be in charge of a board of library trustees, who shall purchase the books, magazines, and newspapers, and procure the necessary appendages for such library. The said board of trustees shall be composed of nine members, each of whom shall be a taxpayer in the District of Columbia, and shall serve without compensation. They shall be appointed by the Commissioners of the District of Columbia and shall hold office for six years: *Provided*, That at the first meeting of the said board the members shall be divided by lot into three classes. The first class, composed of three members, shall hold office for two years; the second class, composed of three members, shall hold office for four years; the third class, composed of three members, shall hold office for six years. Any vacancy occurring in said board shall be filled by the District Commissioners. Said board shall have power to provide such regulations for its organization and government as it may deem necessary.

SEC. 4. That the said board shall have power to provide for the proper care and preservation of said library, to prescribe rules for taking and returning books, to fix, assess, and collect fines and penalties for the loss of or injury to books, and to establish all other needful rules and regulations for the management of the library as the said board shall deem proper. The said board of trustees shall appoint a librarian to have the care and superintendence of said library, who shall be responsible to the board of trustees for the impartial enforcement of all rules and regulations lawfully established in relation to said library. The said librarian shall appoint such assistants as the board shall deem necessary to the proper conduct of the library. The said board of library trustees shall make an annual report to the Commissioners of the District of Columbia relative to the management of the said library.

SEC. 5. That the said library shall be located in some convenient place in the city of Washington, to be designated by the Commissioners of the District of Columbia upon the recommendation of the trustees of said library: *Provided*, That in any municipal building to be hereafter erected in said District, suitable provision shall be made for said library and reading room sufficient to accommodate not less than one hundred thousand volumes.

• RULES AND REGULATIONS.

The following are the regulations for the organization and government of the board of library trustees of the Free Public Library and reading room in the District of Columbia, constituted by act of Congress approved June 3, 1896:

ARTICLE I. The board of trustees shall hold regular meetings on the second Friday of each month, at an hour and place to be designated by the trustees.

ART. II. The president of the board may, and on request of three members shall, call a special meeting, of which three days' notice in writing, and specifying the object of the call, shall be given. No other than business relating to such specified object shall be transacted at such special meeting.

ART. III. At the regular meeting in January of each year, which shall be called the annual meeting, the officers of the board shall be elected, except the librarian.

ART. IV. Notices of all meetings shall be mailed to every member of the board three days previous to the time of such meetings.

ART. V. Four members of the board shall constitute a quorum.

ART. VI. The officers of the board shall consist of a president, a vice president, a secretary, and a librarian, who shall also act as treasurer and assistant secretary of the board. At each annual meeting the board shall elect by ballot from its own number a president, a vice president, and a secretary, who shall hold their offices for one year and until their successors are chosen. A majority of the votes cast shall elect.

ART. VII. Any vacancy occurring in these offices shall be filled at any regular meeting or at a special meeting called for the purpose, by election, as aforesaid.

ART. VIII. At the regular meeting in June of each year the board of trustees shall elect by viva voce a librarian to serve for the fiscal year beginning with the 1st day of July subsequent to said election. It shall require a majority of the whole board to elect a librarian, and he shall at all times be subject to removal for cause by a two-thirds vote of the whole board of trustees.

ART. IX. It shall be the duty of the president to preside at all meetings of the board, to appoint all committees not otherwise provided for, and to sign all papers, communications, and instruments which may require his official signature. He shall also, in conjunction with the librarian, prepare for the consideration and approval of the board, at its October meeting of each year, the annual report of the board required by the organic act. He shall exercise a general supervision over the affairs of the library and shall be ex officio a member of all committees.

ART. X. In the absence of the president, the vice president shall preside at all meetings of the board, and shall generally discharge all duties of the president in case of the latter's absence from the city or inability to act, or in case of a vacancy occurring in the office of president.

ART. XI. The duty of the secretary is to keep a neat, exact, and permanent record of the meetings of the board, to have the custody of the records and general papers of the board, and to perform the other functions usual in his office. The duty of the librarian as assistant secretary of the board shall be to keep the formal minutes of the meetings of the board under the supervision of the secretary, and to prepare the same in form for submission to the secretary, and, in the absence of the secretary, to act as secretary of the board. The duties of the librarian as treasurer of the board shall be to keep the financial account of the library, and to lay before the board at each regular meeting a statement of the amount in the treasury to its credit. He shall have the custody of all moneys and accompanying papers of the board, and shall deliver the same to his successor upon the termination of his term of office. All payments of any sums in the custody and control of the board shall be made by checks of the librarian, countersigned by the president of the board. He shall give bond to the board in the penal sum of \$2,500 for the faithful performance of his duties in connection with the custody and disbursement of money.

ART. XII. The duties of the librarian shall be as follows: To take charge of the library and reading room, and he shall be responsible for the care and safety of the books and other public property contained therein; to submit to the board of trustees, and to the proper committees, measures for securing the proper management and fullest efficiency of the library and reading room; to obtain

for the library public documents of all kinds, as well as the publications of libraries, library associations, and other bodies whose proceedings and reports may afford information of value to the board or the users of the library; to keep carefully arranged for the use of the board lists of new books and publications, both American and foreign; to prepare for the use of the board lists of books and periodicals required to complete sets, to fill out such departments as are deficient, and to supply the place of books which have been lost; to keep a list of all books and publications donated to the library, stating the name and residence of the donor and date when received; to classify and arrange all books and publications as soon as received, and to keep the same catalogued according to such plan or plans as may be approved by the board; to report promptly all flagrant cases of theft, mutilation, or injury of books and periodicals; to be responsible for the preservation of order in the rooms, and to be present, so far as may be practicable, in the library during library hours; to exercise control over the library and reading room, and all employees of the board, and to promptly report to the trustees any delinquency on the part of the employees; to keep exact and detailed accounts of all moneys received from fines and other sources, and report the same monthly to the board at the regular meeting; to submit monthly a report of all books added to and loaned by the library; to prepare and submit to the board an annual report, giving a full account of the working of the library during the fiscal year; to discharge such other duties as fall within the province of librarian and may from time to time be prescribed by the board.

ART. XIII. The standing committees of the board shall be as follows, each consisting of three members, to be appointed by the president: A committee on books, on finance, on employees, on buildings, on rules, and on bookbinding and printing.

ART. XIV. Unless otherwise ordered, to the committee on books and the librarian shall be referred all matters relating to the selection, purchase, and exchange of books and periodicals, the sale and exchange of duplicates, and of all old magazines and papers not kept for filing and binding; and said committee shall make written recommendations to the board as to all matters referred to it. It shall be the duty of this committee to examine from time to time the books in the library, and to temporarily, pending the order of the board, exclude from circulation any and all books which it may deem offensive to good morals, and promptly after such action report the same to the board for its action. No purchase of books or periodicals to an amount exceeding \$100 shall be made except by authority of the board—entered upon its record—and all purchases made under this rule shall be reported to the board at its next meeting.

ART. XV. Unless otherwise ordered, to the committee on finance shall be referred all matters relating to the library funds and all claims, and it shall audit all accounts, including the report of the librarian, provided for in Article XI. and if such claims, accounts, and reports are correct certify them to the board, and in any event report thereon with their recommendation.

ART. XVI. Unless otherwise ordered, to the committee on employees and librarian shall be referred all matters relating to the appointment, control, and remuneration of employees of the library, who shall report thereon to the board for its action; and all matters relating to the appointment, control, and remuneration of the librarian shall be referred to said committee for its report to the board for its action thereon.

ART. XVII. Unless otherwise ordered, to the committee on buildings shall be referred all matters relating to the rental, construction, alteration, repair, furnishing, heating, and lighting of the building and branch buildings to be used for the purpose of the library for its report and recommendation.

ART. XVIII. Unless otherwise ordered, to the committee on rules shall be referred all matters relating to the rules for the government of the board, and to the same committee and the librarian shall be referred all matters relating to the government of the library and its employees, who shall promptly report thereon, with recommendations for the action of the board.

ART. XIX. Unless otherwise ordered, to the committee on bookbinding and printing shall be referred all matters relating to the binding and repair of books, the arrangement, printing, sale, and disposition of catalogues and finding lists, and statistics of circulation, and all matters relating to stamps, plates, labels, printed forms used in the library, and publications or printed matter issued by authority of the board, for its report and recommendation.

ART. XX. In addition to the above, such special committees may from time to time be appointed as the board at its regular meeting shall direct.

ART. XXI. All reports of the committees shall be in writing and signed by the proper committee. A majority of any committee shall constitute a quorum thereof for the transaction of business.

ART. XXII. The order of business at regular meetings of the board shall be:

- (1) Call of roll.
- (2) Reading of the minutes.
- (3) Reports of officers.
- (4) Reports of standing committees.
- (5) Reports of special committees.
- (6) Reading of communications.
- (7) Presentation of claims.
- (8) Election of officers, when proper.
- (9) Unfinished business.
- (10) New business.

ART. XXIII. No money in the hands of the treasurer of the board shall be drawn from the treasury unless by special authority of the board, except in the case of the purchase of books, not exceeding \$100 in value, as provided in Article XIV.

ART. XXIV. None of these regulations shall be amended until the said amendments have been proposed in writing to a regular meeting of the board, whereupon the succeeding regular meeting shall act upon such amendments, and a majority vote of the whole board of trustees shall be required to adopt such amendments.

REGULATIONS FOR USE OF LECTURE HALLS.

The public use of the library's lecture halls shall be confined to such free public lectures and discussions as are clearly designed to foster interest in education, literature, history, art, science, and general civic improvement and the like, and the books in the library relating thereto. All such public lectures and discussions shall be nonpartisan, nonsectarian, and popular in scope, and general public attendance shall be invited by advance announcements and invitations through the local press. It is not designed to use the lecture halls for meetings of private organizations, or for lectures or discussions that are likely to attract few auditors or to provoke controversy.

Applications for permission to use the lecture halls shall be addressed to the board of library trustees in writing and shall set forth the facts concerning the nature of the proposed lecture or discussion and pledges that these rules will be fully complied with. Each application must, before consideration by the trustees, bear the indorsement of the librarian that the hall is free for the date specified and that the proposed use seems to conform with the purpose of these rules. Such applications shall be acted upon by the board at regular meetings, on favorable report from the committee on building. In emergency cases, however, where a lecture hall is needed in advance of the next meeting of the board, the president is authorized to grant the requested permission if the written application for such use is presented in due form, with the unqualified indorsement of the librarian and three members of the committee on building.

In addition to the strictly public use of the lecture halls by outside organizations, the librarian is authorized, at his discretion, to grant the nonpublic use of the lecture halls or other suitable library rooms to the District of Columbia Library Association and to organizations and groups of public school teachers, and to use any of the library rooms for invited audiences, in cases where the meetings are directly conducted by the library as part of its educational work. Such meetings would include the readings and entertainments for the blind, children's story hours, etc.

REGULATIONS FOR USE OF STUDY ROOMS.

Resolved, That it is declared to be the policy of the library trustees to confine the public use of the library's study rooms to the use by individuals or groups of individuals as places of quiet study. That, in accordance with this policy, the librarian is authorized to assign such study rooms to individuals, committees, or clubs for limited periods, in order that such individuals, committees, or clubs may better avail themselves of the resources of the library by having books, periodicals, etc., sent to such study rooms on request. That such study

rooms shall not be used by clubs having a regular order of business or any programmes that are not closely connected with the study of the books and periodicals of the library.

LIBRARY RULES.

The following are the rules adopted for the government of the use of the library, as amended to the date of the publication of this report:

ARTICLE 1. The central library shall be open for the delivery and return of books and for reading and reference every week day from 9 a. m. to 9 p. m., July 4 and December 25 excepted. The central library shall be open for reading and reference every Sunday from 2 to 9 p. m.

ART. 2. All persons who are permanent or temporary residents of the District of Columbia, including as temporary residents those who have regular business or employment in the District, shall be entitled to the privileges of the library, including the use of books contained therein, as a lending or circulating library, by signing the proper application and agreement. Applications must be signed in person at the library and must be renewed every three years.

ART. 3. Minors under 18 years of age will be required to furnish the written consent and guaranty of parent, guardian, or some person satisfactory to the librarian.

ART. 4. Temporary residents not owning real estate or regularly employed or doing business in the District of Columbia shall furnish a guaranty of some resident satisfactory to the librarian, or shall, at the discretion of the librarian, make a deposit of \$5, this sum to be increased, if in the opinion of the librarian, the value of the books borrowed exceeds that sum. On surrender of cards issued on such deposits, the sums so deposited shall, after deducting unpaid charges or cost of replacing books lost or damaged, be refunded.

ART. 5. Each person entitled to draw books from the library will be supplied with two cards inscribed with his or her name, residence, and register number. These cards must be presented whenever a book is taken, returned, or renewed. If lost, cards will be replaced upon payment of 10 cents after seven days. Immediate notice of a change of residence must be given at the library. The registered holder of a card is in all cases responsible for books drawn by means of the card, by whomsoever presented, and for all charges accrued on the same. Books and magazines may not be transferred from one reader's card to another. No card shall be lent outside the household of the holder. Both reader's card and book are stamped with the date they are due.

ART. 6. One book may be taken out at a time on each card and retained two weeks (except those labeled "Seven-day book"). Two or more volumes, if of the same book, will be considered as one book. They may be renewed once for the same period, unless reserved by other persons in the meantime. A magazine may be drawn on a white card in addition to a book. Books of recent purchase, very popular books, and current magazines are called "Seven-day books." (These books have the notice on the inside and outside cover, and may not be renewed.)

ART. 7. Books may be renewed by mail by sending the reader's card (on which the book was drawn), the author and title of the book, and the call number, which will be found on the pocket on the back cover of the book. If the return of the cards is desired, a self-addressed stamped envelope should be inclosed. Books may not be renewed by telephone. After one renewal a book may not be taken out again by the same borrower or by any other member of the same household until it has remained on the library shelves for 24 hours.

ART. 8. Any book in the library (except fiction and seven-day books) may be reserved by the payment of 2 cents. Pay duplicate copies of new fiction may also be reserved.

ART. 9. Books of reference and those deemed by the library committee or librarian unsuitable for general circulation shall not be loaned for home use except upon special permission of the committee or librarian. Such books will be designated in printed catalogues by the abbreviation "Ref." and in card catalogues by the words "Reference book, does not circulate" stamped on the face of the card.

ART. 10. A charge of 2 cents a day for each book will be made for books kept overtime. No charge will be made for days on which the library is not open for the circulation of books for home use. Borrowers must take notice of the

expiration of the time allowed. After five days' delinquency a notice will be sent. At the expiration of two weeks from the date the book is due (if it is not returned) a messenger will be sent for it, who shall have authority to collect the amount incurred and an additional fee of 20 cents for such messenger service. No claim to exemption can be established because of failure of any notice to or from the library. No book will be delivered to persons allowing such charges to remain unpaid. Whenever a borrower will not pay such charges as may be against him, his guarantor will be held responsible.

ART. 11. Books are not to be exchanged the same day they are taken out, unless mistakes have been made by the library attendants.

ART. 12. If any borrower lose or materially injure a book, paper, or magazine belonging to the library, he shall pay the cost of replacement. If the book so lost or injured be part of a set, he shall pay for the entire set, and may thereupon receive the remaining volumes as his property. A book retained for more than four weeks shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing such book.

ART. 13. A neglect to comply with any of these rules shall work a forfeiture of the privileges of the library.

ART. 14. Teachers' cards may be issued, on which 10 books other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Normal-school students' cards may be issued, on which 5 books, other than fiction, relating to their work in school, may be drawn at a time and retained 28 days without renewal. Books issued on teachers' and normal-school students' cards are subject to recall if required by other readers.

ART. 15. The librarian may, at his discretion, cause to be issued special-privilege cards, entitling readers who satisfy him of their need for such special privileges to 10 or more books, other than fiction and recent purchases, for use in pursuing courses of reading. Such privileges may be withdrawn at any time at the discretion of the librarian.

ART. 16. Works of special rarity and value shall be consulted only at the discretion of the librarian.

ART. 17. The reader's card must be surrendered at the library when the holder ceases to be a resident of the District of Columbia.

ART. 18. No library book or periodical shall be removed from the building without formal record.

ART. 19. All books and periodicals belonging to the library may be used in the library building by any suitable person, in such places and under such conditions as may be prescribed by the officer in charge of the reading room or of the department to which the book belongs. In all cases such books, periodicals, and other works must be returned to the desk before the borrower leaves the room where they are used.

ART. 20. The use of inks is not permitted in the reading rooms. Writing in books or marking the same is strictly prohibited under penalty of law.

ART. 21. No dogs or other animals shall be permitted in the building.

ART. 22. The use of tobacco, or the eating of viands of any kind, and all conversation or other conduct inconsistent with the quiet and orderly use of the library are prohibited in all parts of the library building.

ART. 23. Men and boys shall remove their hats and remain uncovered within the building.

ART. 24. These rules may be amended by a vote of a majority of the trustees at any regular meeting of the board.

SECTION 849, UNITED STATES REVISED STATUTES.

Stealing or injuring books, and so forth.—Any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of the District of Columbia or of any individual or corporation in said District, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offense is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one month nor more than one year, or both, for every such offense.

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